

MINUTES OF THE BOARD OF LIBRARY TRUSTEES
OF THE VILLAGE OF HINSDALE
April 28, 2009

President Nedza Lastres called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Meeting Room, Library Lower Level at 7:05 p.m. on Tuesday, April 28, 2009.

Present: Ms. Susan Nedza Lastres, President; Mr. Bob Shutack, Vice President; Mr. Jack Fredrickson, Secretary; Mr. Bob Patterson, Treasurer; Mr. Jeff Finlay, Trustee; Ms. Johanna Delaney, Trustee

Also Present: Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Mr. Jeff Lewandowski, Hinsdale Public Library IT Coordinator; Ms. Nancy Weller, Citizen; Ms. Jan Letts, Citizen

Absent: Ms. Mary Foster, Trustee

**ON A MOTION BY JACK FREDRICKSON AND SECONDED BY BOB SHUTACK, THE
CONSENT AGENDA WAS APPROVED.**

CITIZENS' COMMENTS

Ms. Nancy Weller and Ms. Jan Letts, both incoming Trustees, attended the meeting.

EXECUTIVE DIRECTOR'S REPORT

Director Elam answered questions on her written report. The director's report also included an update from each department. Jeff Lewandowski, Hinsdale Public Library IT Coordinator, gave a presentation and addressed the board's questions on the website redesign project.

PRESIDENT'S REPORT

President Nedza Lastres gave a brief summary of her tenure on the Library's board. She recently arranged a nominating committee consisting of herself, Trustees Patterson, Shutack and Fredrickson. The committee nominated Johanna Delaney for board president and Jeff Finlay for vice president. The Treasurer and Secretary nominations were put on hold for the new board to make these selections.

TREASURER'S REPORT

The report was reviewed and questions answered.

COMMITTEE REPORTS

A. Facilities

1. HVAC Project Status

Trustee Shutack reported there was not much change with the project. Final invoices have been received. There is still an issue with the noise level and airflow volume in the ductwork in the administration office. Phil Wade and PSA Dewberry have been working on resolving this issue. An update on the elevator was presented to the board. The elevator is 20 years old and has been having regular outages. Relay switches are not making proper contact on the electrical boards. There is also a problem with a leaky valve causing leveling problems when the elevator is still for a

certain length of time. Some relay switches are scheduled to be replaced and will determine if that solves any issues for now. Future repair work will be discussed in length at the next facilities meeting.

B. Finance & Personnel

No meeting.

C. Library Policies

Covered under Unfinished Business.

D. Foundation

The Foundation held their annual meeting on April 8th. The new officers are: Karen Foley, President; Dave Pequet, Treasurer; and Pam Garvin, Secretary. The Foundation approved \$12,850 to be donated to the library. This will fund a video editing station, new patio umbrellas, a mural in Youth Services department, 2009 Year of astronomy programs and books for the July 4th parade. They will be working on updating their end of the website. The Foundation is in early planning stages for the annual Dining with Dewey event. The group also thanked and honored Bob Patterson for being such a driving and diligent force behind the Foundation.

E. Friends

The Friends met on April 7, 2009. They presented the library with \$1,900.00 in pledge money. They will meet again in July and begin plans for the book sale in September. President Nedza Lastres informed the board that one of the local Boy Scout troops will be volunteering at the September sale. The library has begun to collect and deposit the proceeds from the Friends book sale shelves into their account. The library is now paying sales tax on the revenues.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Executive Session Minutes Semi-Annual Review

All of the executive sessions to be reviewed dealt with personnel issues.

ON A MOTION BY JACK FREDRICKSON AND SECONDED BY JOHANNA DELANEY, THE EXECUTIVE SESSION MINUTES WILL REMAIN CLOSED.

B. Helen O'Neill Scholarship Approval

Director Elam gave of a brief history of Helen O'Neill and the scholarship. It is funded by her bequest of \$500 annually and the Friends donate \$500 each year. This year, Hinsdale Public Library page, Laura Weiss, was awarded the \$1,000.00 scholarship. Laura was also the recipient of a Lincoln Scholarship and will be attending University of Illinois in Springfield. President Nedza Lastres suggested the Library contact the Hinsdalean and recommend Laura for the "Someone You Should Know" column.

ON A MOTION BY BOB SHUTACK AND SECONDED BY JOHANNA DELANEY, THE HELEN O'NEILL SCHOLARSHIP AWARD TO LAURA WEISS, WAS APPROVED.

C. Confidentiality of Records Policy

The revisions of this policy clarified direction to staff in working with officials who request release of patron information. This policy will also be forwarded to the Hinsdale Police Department.

**ON A MOTION BY JACK FREDRICKSON AND SECONDED BY BOB PATTERSON ,
THE CONFIDENTIALITY OF RECORDS POLICY WAS APPROVED.**

D. Behavior Policy

This policy was reviewed August, 2008. It was reviewed again to add clarity on enforcement of the policy. If patrons do not comply with the behavior policy, the director has the authority to suspend them from using the library for up to 30 days. It was decided that contact with the parents of patrons under the age of 17, who do not abide by the library's behavior policy, should be included in the policy.

**ON A MOTION BY BOB PATTERSON AND SECONDED BY BOB SHUTACK, THE
BEHAVIOR POLICY WAS APPROVED AS AMENDED. THE POLICY WILL INCLUDE
NOTIFYING PARENTS OF PATRONS UNDER THE AGE OF SEVENTEEN OF ANY
LIBRARY SUSPENSIONS DUE TO NOT ADHERING TO THE BEHAVIOR POLICY.**

E. Retaining Wall Repair Approval

The retaining wall estimates were discussed by the board. This will be tabled until the next meeting. The company B & S Landscaping needs to provide documentation before being awarded the contract. The library is waiting for clarification on the drainage issues of the retaining walls and also proof of meeting the prevailing wage law.

CITIZEN'S COMMENTS

None

SCHEDULE OF UPCOMING MEETINGS/EVENTS:

Policy Committee	April 22	10:00 am
Nominating Committee	April 25	9:00 am
Library Board Meeting	April 28	7:00 pm
Hinsdale Public Library Foundation	May 11	7:00 pm
Astronomy Night	May 15	7:00 pm
Library Board Meeting	May 26	7:00 pm
Friends of the Hinsdale Library	September 12	7:00 pm
Dining at Dewey's	October 3	7:00 pm

ADJOURNMENT

**ON A MOTION BY BOB SHUTACK AND SECONDED BY BOB PATTERSON, THE BOARD
UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE
HINSDALE PUBLIC LIBRARY AT 8:20 P.M.**

Respectfully submitted by Nancy Marvan,

Jack Fredrickson, Secretary