

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
**OF THE VILLAGE OF HINSDALE**  
August 26, 2008

President *pro tempore* Shutack called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Meeting Room, Library Lower Level at 6:10 p.m. on Tuesday, August 26, 2008.

**Present:** Mr. Bob Shutack, Vice President; Mr. Bob Patterson, Treasurer; Mr. Jeff Finlay, Trustee; Ms. Johanna Delaney, Trustee; Ms. Mary Foster, Trustee; Ms. Susan Nedza-Lastres, President

**Also Present:** Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Mr. Phil Wade, Morris Wade Associates; Ms. Miriam Pollack, Miriam Pollack & Associates; Mr. Doug Cooper, Finance Director, Village of Hinsdale

**Absent:** Mr. Jack Fredrickson, Secretary

Director Elam advised the board of the Sam contract with Northbrook Public Library and gave them a brief update on the Sam software.

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

Miriam Pollack, the library's strategic planning coordinator, addressed the board. They were informed on their own strategic planning activities. Miriam worked with the trustee's on the strengths, weaknesses, opportunities and threats analysis. She collected all comments, will compile and return them to the board for review.

**CITIZENS' COMMENTS**

**EXECUTIVE DIRECTOR'S REPORT**

Director Elam answered questions on her written report. In addition to her report she gave an overview of the hvac system in the last month. There had been 5 service calls in one week resulting in a total of 25 service hours. The ceiling in the Quiet room has been left open because the old roof top unit still leaks when it rains. Director Elam also informed the board on her work with the Foundation in planning the Dining at Dewey's event. This will be held on October 25, 2008. She reminded them that David Cassidy will be playing at the Village's End of Summer event on Friday, September 12<sup>th</sup>. The library will be able to remain open. Assistant Director Auxier updated the board on the success of the summer reading programs.

**PRESIDENT'S REPORT**

President Lastres informed the board that she has been in touch with the Hinsdale Caucus regarding candidates for library board openings in the spring of 2009. She also spoke of a group which contests the whole idea of the caucus.

**TREASURER'S REPORT**

President Lastres questioned an item on the investment schedule. All investments are insured certificates of deposit. The balance sheet will show investments at cost value rather than market value. Trustee Finlay suggested a footnote be added to the report.

## COMMITTEE REPORTS

### **A. Facilities**

#### 1. Project Status-Owners Representative Report

Phil Wade updated the board on the Teen Lounge screen repair. They will be returned in 4-6 weeks. The frames are being redone and polished. Notice to proceed was given to Oak Brook Mechanical for the HVAC replacement project. They will create a work schedule including delivery dates. Director Elam is following up on the delivery status of some furniture and signage that has been on back order.

#### 2. Budget Update

Doug Cooper, Finance Director at the Village of Hinsdale, gave an overview of the loan for the HVAC replacement. The loan will go through the Village and will be in the amount of \$500,000. The Village approved a proposal from Chase Financial for a ten year loan. The loan will close on 8-29-08. Funds will be placed into the Illinois Funds Money Market until it is time to release funds for payment to the HVAC vendor.

President Susan Nedza-Lastres joined the meeting at 7:20 pm.

### **B. Finance & Personnel**

The finance committee met in closed session to discuss the executive director's annual review.

### **C. Library Policies**

Three policies were given to the board members at the June meeting to be reviewed.

### **D. Foundation**

The Foundation did not meet since the last board meeting. There will be a meeting on September 10, 2008.

### **E. Friends**

The Friends of the Library did not meet since the last board meeting. They will be meeting on Tuesday, September 9, 2008.

## UNFINISHED BUSINESS

### **A. Gifts to the Hinsdale Public Library**

**ON A MOTION BY JEFF FINLAY AND SECONDED BY BOB SHUTACK, THE GIFTS TO THE HINSDALE PUBLIC LIBRARY POLICY WAS APPROVED.**

### **B. Behavior Policy Hinsdale Public Library**

**ON A MOTION BY BOB SHUTACK AND SECONDED BY MARY FOSTER, THE BEHAVIOR POLICY FOR THE HINSDALE PUBLIC LIBRARY WAS APPROVED.**

C. Meeting Room Policy Amendment

**ON A MOTION BY JEFF FINLAY AND SECONDED BY BOB PATTERSON, THE MEETING ROOM POLICY AMENDMENT WAS APPROVED.**

**NEW BUSINESS**

A. Serving Our Public Chapter IX Review “Facilities-Implications of Technology of Designing/Remodeling a Building”

Tiffany Auxier, Assistant Director, addressed the board regarding this requirement for the Per Capita Grant. The board packet included a report she prepared on how our library meets ILA standards with respect to facilities and technologies.

**CITIZEN’S COMMENTS**

None

**SCHEDULE OF UPCOMING MEETINGS/EVENTS:**

Policy Committee	August 18	10:00 am
Finance/Personnel Committee	August 25	8:00 pm
Facilities Committee	August 26	8:30 am
Library Board Meeting	August 26	6:00 pm
Friends of the Hinsdale Library	September 9	7:00pm
Hinsdale Public Library Foundation	September 10	7:00pm
Library Board Meeting	September 23	7:00 pm

**ADJOURNMENT**

**ON A MOTION BY BOB SHUTACK AND SECONDED BY JOHANNA DELANEY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AND GO INTO EXECUTIVE SESSION AT 7:55 P.M.**

**ON A MOTION BY BOB PATTERSON AND SECONDED BY JEFF FINLAY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE EXECUTIVE SESSION AT 8:45 P.M.**

**ON A MOTION BY BOB SHUTACK AND SECONDED BY JOHANNA DELANEY, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 8:50 P.M.**

Respectfully submitted by Nancy Marvan,

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Jack Fredrickson, Secretary