

**MINUTES OF THE BOARD OF LIBRARY TRUSTEES**  
OF THE VILLAGE OF HINSDALE  
February 23, 2010

President Delaney called the meeting of the Board of Trustees of the Hinsdale Public Library to order in the Meeting Room, Library Lower Level at 7:06 p.m. on Tuesday, February 23, 2010.

**Present:** Ms. Johanna Delaney, President; Mr. Joe LaManna, Treasurer; Ms. Nancy Weller, Secretary; Ms. Jan Letts, Trustee; Mr. Peter DeHaan, Trustee

**Also Present:** Ms. Lynn Elam, Executive Director; Ms. Tiffany Auxier, Assistant Director; Ms. Nancy Marvan, Office Manager; Ms. Michaela Haberkern, Head of Reference and Information Services; Ms. Pilar Shaker, Reference Librarian

**Absent:** Mr. Jeff Finlay, Vice President; Ms. Mary Foster, Trustee

**ON A MOTION BY PETE DEHAAN AND SECONDED BY JOE LAMANNA, THE CONSENT AGENDA WAS APPROVED WITH AN ADDENDUM TO THE JANUARY 26 BOARD MEETING MINUTES. THE ADDENDUM WAS WRITTEN BY NANCY WELLER AND ADDED TO THE BOARD MINUTES, WITHOUT DISCUSSION, AT MS. WELLER'S REQUEST.**

**CITIZENS' COMMENTS**

None

**EXECUTIVE DIRECTOR'S REPORT**

Director Elam answered questions on her written report. She provided the Board with a 4 year "look back" statistical report on the Library's circulation of materials. June and July are the Library's busiest months while December is consistently the slowest.

**A. Big Read Presentation**

Ms. Pilar Shaker, Reference Librarian, explained the Big Read Program to the Trustees. She also presented each Trustee with a copy of the book.

**PRESIDENT'S REPORT**

President Delaney was impressed with the attendance at the Library's Writing and Publishing program. She inquired on the status of the Film Fest being held in April. She was advised of the progress Ms. Pilar Shaker, Reference Librarian, and Ms. Becca Boland, YS Librarian, have made. In addition to visits to the high school, they created a presentation for our home page on the Library's website. Ms. Delaney also advised the board that she, Director Elam and Trustee Finlay had visited Downers Grove Public Library to see the artwork they have on display. She spoke about formulating a committee to develop a public art collection for the Library and raised the possibility of obtaining support from the book sales funds. She asked that Trustees contact her with questions or comments on the idea.

## COMMITTEE REPORTS

### A. Facilities

Chairman Jeff Finlay was absent, so Trustee Weller reported that the Facilities Committee met on February 9, 2010. They are continuing to work on a capital expenditure/maintenance report. Mr. Phil Wade, Library's Owner's Representative, has been working with staff to develop a long range capital investment plan. Trustee Weller also performed an inventory of her own and reported on her findings. Mr. Wade was asked to provide the board with input from window professionals. The committee discussed including a certain percentage of the cost or repair of certain items in the Library's budget. It was decided this could not be done without impacting the Library's operating budget. Once the capital/expenditure/maintenance report is completed, the committee will be able to recommend an annual allocation to be reserved for these expenditures. The Library is committed to reserve approximately \$194,000 for bond payment and the loan incurred for the HVAC system. The Library has 8 years remaining on the HVAC loan and 18 years remaining on the general obligation bond from the 2006 referendum and tax rate increase.

### B. Finance & Personnel

The Finance Committee met February 22, 2010.

Executive Director Review: Treasurer LaManna presented the new schedule for the Library Director's review. Treasurer LaManna will email the survey to Trustees in March. The surveys should be returned to him via email. This process should be completed by the April Library Board meeting. The finance committee has received the latest area salary survey completed by Director Elam.

Capital Reserve and Improvements: The Committee discussed the necessity of a depreciation analysis in the budget process. Having the completed capital expenditure report will facilitate this process. LaManna stressed the importance of maintaining reasonable amounts of funding in the capital reserve account. He stated that for this budget year, Trustees should be concerned with the Library's needs for the upcoming year. Once monies are put into the capital reserve account, they can only be used for those types of expenditures. Sometime in the future, the budgeting process could consider projects which are 3-5 years in the planning.

### C. Library Policies

This will be covered under Unfinished Business.

### D. Foundation

None

### A. Friends

The Friends met on February 16, 2010. They are moving forward with a recruiting event on April 23<sup>rd</sup>. Rick Kogan and Charles Osgood, with the Chicago Tribune, will be the guest speakers.

## UNFINISHED BUSINESS

### A. Internet Access Policy

The Library Board was provided with the revised policy in the January packet. The Library Association Bill of Rights will be included with our policy, but staff will remove the "approved" footer from the bottom of the pages so that it is clear that the Library is not the originator of that statement.

**ON A MOTION BY PETE DEHAAN AND SECONDED BY NANCY WELLER, THE BOARD UNANIMOUSLY AGREED TO APPROVE THE INTERNET ACCESS POLICY.**

B. Employee Handbook Review

The Policy committee met on February 21. They have reviewed approximately half of the document. Another meeting to finish the review is scheduled for March 4.

**NEW BUSINESS**

A. Library By-Laws Review FY11 Per Capita Grant Requirement

A copy of the by-laws was included in this month's board packet. This was reviewed by the Trustee's as a requirement of FY11 Per Capita Grant application. Trustee Nancy Weller questioned the statement "...it will expand its audio/visual offerings..." which is found in Article One Mission Statement and Strategic Direction of the bylaws. Elam explained that the language was taken directly from the plan which the Board of Trustees had approved in May, 2009. Weller commented that she interpreted the statement to mean that the Library supported a continuous expansion of the audio/visual offerings.

B. Budget FY10-11

The final budget for FY10-11 will be presented for approval the next board meeting. Director Elam reported she may make an adjustment to the building and maintenance line of the budget following another review of anticipated costs. Staff may also be directed to include money in the budget to renovate the vestibule. The Finance Committee recommended to the Board that the Capital Improvements Plan be completed and presented to the Trustees before approving the next operating budget.

C. Video Game Collection

Assistant Director Auxier presented the Board with plans to develop a video game collection based on patron survey results and an environmental scan of other area libraries.

**CITIZEN'S COMMENTS**

None.

**ADJOURNMENT**

**ON A MOTION BY JOE LAMANNA AND SECONDED BY NANCY WELLER, THE BOARD UNANIMOUSLY AGREED TO ADJOURN THE REGULAR BOARD MEETING OF THE HINSDALE PUBLIC LIBRARY AT 9:08 P.M.**

Respectfully submitted by Nancy Marvan, \_\_\_\_\_  
Nancy Weller, Secretary