

**Clarendon Hills Public Library
Board of Trustees Meeting**

October 18, 2011

The meeting was called to order by President Cosgrove at 7:10 p.m. In attendance were Trustees Cosgrove, Scully, MacLeod, Gleason, Ostrodka, Windisch and Director Craft.

Minutes

Trustee Ostrodka moved to accept the minutes of the September meeting. Motion carried.

Treasurer's Report

Treasurer MacLeod reported that our finances are in good order and that we have received a copy of the annual audit. Director Craft gave the trustees copies of the Knute & Associates audit. The library does its accounting on a cash basis and the auditors use an accrual basis, thus the figures are slightly different. Our fund balance is up by \$13,727. The official budget will be sent to newspapers for publication.

A Treasury Index Security is paying .3% interest, a variable based on the 90 day T Bill, less .50%. The board decided to move \$150,000 to this type of account from our current CD. Trustee Ostrodka suggested moving more funds from our savings account. Director Craft will find out if we are able to do this.

Trustee Scully moved that the board go into Executive Session at 7:25. Motion accepted. The Board moved out of executive Session at 7:28.

Report of Library Affairs

The VOIP system is still not completed.

SWAN has approved our request for a change in loan rules.

The library photo calendar will be on sale by the end of November.

Patrons are now able to download books from Media On Demand to their Kindles.

Books in the book sale closet are now free to the public.

The Clarendon Hills Park District and the library will offer monthly book discussions during the winter months.

Director Craft has submitted the application for the state of Illinois Per Capita Grant.

Buildings and Grounds

The library discussed converting to energy efficient lighting. The library will need to change the type of fluorescent bulbs currently in use as these bulbs will no longer be manufactured. The ballast in each fixture will have to be redone to accommodate the new bulbs. This can be done at a cost of \$18,000, or with a federal grant, \$14,000. The Board discussed waiting to make this change until we have a remodeling plan in place.

Unfinished Business

Director Craft and the Trustees thanked Trustees Scully and Gleason for planning the volunteer party. The volunteers and spouses enjoyed the dinner and socializing.

An architect and interior designer “walked through” the library to get an idea of our needs. They will give us a cost proposal for what a plan design would cost. Director Craft will contact some space planners who have done work for libraries. The Board discussed what some of our priorities should be- new carpeting, painting, furniture, shelving, as well as the possibility of utilizing the meeting room for office space.

New Business

The library will host an open house the night of the Clarendon Hills Christmas Walk, December 2.

Meeting was adjourned at 8:30 p.m.

Submitted,

Diane Windisch
Secretary