

**Clarendon Hills Public Library  
Board of Trustees Meeting  
November 15, 2011**

The meeting was called to order by President Cosgrove at 7:07 p.m. In attendance were Trustees Cosgrove, Scully, MacLeod, Gleason, Ostrodka, Grant, Windisch and Director Craft.

Minutes

Trustee Ostrodka moved to accept the minutes of the October 18th meeting. Motion carried.

Treasurer's Report

Treasurer MacLeod reported that Director Craft had looked into the Treasury Index Account and moved our CDs into a Treasury Index Account. She will also switch funds, except for \$1000, from our savings account into the TIA. Director Craft reported that the majority of the property tax due us has come in and that we have received our State of Illinois Per Capita Grant money

The Board moved into Executive Session at 7:15.  
The Board reconvened into regular session at 7:28.

Report of Library Affairs

Director Craft reported that AIS, the company installing the new VOIP system, is still working on switching over the Library's phone and Internet services to the Village's. They are having a problem porting the ATT phone numbers: this is to insure that our old phone number can still be used on the new system. The company estimated 20 hours of labor to install the new system. Although they have spent more than 20 hours, we will still be billed for only the 20 hours.

The Big Read for 2012 will be *The Paris Wife*.

Director Craft distributed the quarterly circulation statistics. The circulation numbers appear a bit lower because new books are now not being sent out to other libraries.

2012 calendars are on sale for \$20.00.

Buildings and Grounds

The new flat portion of the roof will be done on November 28.

The sensor in the elevator is defective which means the door will not close completely. Colley Elevator Company says the library needs a new sensor, at a cost of \$1806, but there may be an additional problem. If the new sensor does not completely fix the problem, the elevator may need new doors.

### Unfinished Business

Library Remodeling- Architect Robin Randall will come to the January Board meeting to discuss ideas for the plan. Director Craft has contacted space planners and will set up a meeting with one of them. President Cosgrove asked the Board to prioritize needs and have an estimated budget. The chief needs are: new carpeting, painting, improve appearance at the entrance and circulation desk, furniture for the main floor, new shelving and/or end caps. There was a discussion about the possibility of moving offices and switching staff to the 3<sup>rd</sup> floor. The Board tentatively agreed to spend \$100,000-150,000.

The Christmas Walk open house is scheduled for December 2, from 6-9 p.m. Trustees were asked to volunteer for the event.

### New Business

Trustee Ostrodka brought up our contract for the maintenance of the planters at the front library entrance. They are planted three times per year, for a cost of \$900. He and other trustees volunteered to do the planting themselves. Trustee Windisch moved that the library not renew the contract for the planter maintenance. Motion approved.

Trustee Scully moved that the Board cancel the December Board meeting. Motion approved.

Meeting was adjourned at 8:20 p.m.

Submitted,

Diane Windisch  
Secretary