

Clarendon Hills Public Library

Board of Trustees

Minutes of May 18, 2010 Board Meeting

Present:

Trustees Steve Ostrodka, Lisa Cosgrove, Len Foehner, Lynn Shankman, Jan MacLeod, Maureen Scully, Diane Windisch and Library Director Lori Craft.

Trustee Cosgrove called the meeting to order at 7:05 p.m.

A motion by Trustee Scully to accept the minutes of the April 20, 2010 Board Meeting and the minutes of the April 22, 2010 special meeting (with the correction of adding that the Board approved raising the dollar amount of an item for purchase needing Board approval from \$500 to \$1000) passed unanimously.

Buildings and Grounds:

Trustee Ostrodka took the Board on a tour of the building to review findings of a building inspector's report performed by White Glove Building Inspections, Inc. The report will help the board to prioritize improvement projects for the building. Priorities were set as follows:

- Obtain bids to repair outside brick work including tuck pointing in various areas of the exterior of the library.
- Obtain bids to build a canopy over the outside of the back door.
- Immediately approve repairs to the air conditioning units.

Trustee Scully's motion to approve repairs identified by Service Mechanical Industries to the existing air conditioning units for the amount of \$4,656 was unanimously approved by the Board.

Director Craft reported that the planters will be replanted for the season.

Treasurer's Report:

The state of the Library is good. For the fiscal year 2009-2010, the library's revenue was \$59,525 higher than its expenses. There is currently \$628,021.86 in the Illinois Funds Money Market account which can be used to cover costs related to the Inspection Report.

Communication & Correspondence:

Director Craft received correspondence confirming that the North Suburban Library System is facing financial challenges and will begin cutting programs. As they represent various libraries, changes and mergers may occur. Currently, our own MLS is financially stable.

ROLA:

The final Big Read-related program was held on May 3 and the Summer Reading Clubs are being prepared by staff. The youth summer reading club's theme this year is "Make a Splash: Read." Registration starts June 7 and the club goes until the end of July. The adult summer reading club's theme is "Water Your Mind" and registration starts during Daisy Days. The club lasts through August 19 ending with an ice cream social.

Swan's roaming library materials will start June 1. We are working with MLS to ensure that Clarendon Hills' new materials will be available to Clarendon Hills residents first for a period of at least four months.

Trustee Windisch's motion to approve the intergovernmental electronic database agreement with MLS was unanimously approved.

Director Craft is currently working on our annual statistics to submit to the Illinois Public Library Annual Report, which is due May 31.

Director Craft reported that interest in the part time Circulation Clerk position has been very strong. Interviews start on Tuesday, May 18.

Nancy Reeder started her new 9:00am-5:00pm Monday shift in the library's Tech Services Department on May 10.

Director Craft has put out a Suggestion Box on the Circulation Desk, encouraging residents to share their thoughts and suggestions.

The rotation of Board Members to clear the book drop on Sundays will begin immediately.

Director Craft has ordered name badges for the staff and volunteers that work the Circ Desk.

Unfinished Business

Trustees Windisch and Scully reported that the new Financial Policy is drafted. Trustee Ostrodka, Trustee Windisch, Trustee Scully as well as the online guide "Administrative Ready Reference" were recognized for their assistance and efforts in crafting the policy. The Board will vote on a final version next month.

Treasurer MacLeod reported that she will do further investigation on alternatives for our money market funds to ensure that the Library's funds are FDIC protected and maximized. A special meeting will be held by Director Craft, Trustee MacLeod and Lucy Tarabour to finalize the plan.

The Volunteer Appreciation Dinner will be held on June 23 at the library.

Trustee Ostrodka took Board volunteer names to assist in preparation efforts for the annual Daisy Days Book Sale.

New Business

Officers for the year were nominated and approved by the Board by unanimous vote. They are:

Lisa Cosgrove-President

Lynn Shankman-Secretary

Jan MacLeod-Treasurer

Committee Members are:

Policy-Diane Windisch and Maureen Scully

Buildings and Grounds-Steve Ostrodka and Len Foehner

Volunteer Appreciation-Diane Windisch and Maureen Scully

Grants-Lisa Cosgrove and Lynn Shankman

A motion by Trustee Windisch to approve 2010-2011 Board Meeting dates on the third Tuesday of every month passed unanimously. A copy of the dates is available at the Circulation Desk.

The Board began reviewing the Illinois Public Library Standards. Lisa reviewed Chapter 1 and 2 with the Board.

A motion by Trustee Windisch to renew the library's Research Pro subscription at an estimated \$5,900 for a period of 12 months was unanimously approved with the exception of Trustee Scully who abstained. An additional motion to approve the additional purchase of Ancestry.com and MyMediaMall with the excess funds from Research Pro's renewal also passed unanimously with the exception of Trustee Scully who abstained.

Director Craft demonstrated a new Kindle device now available for check-out through the library.

Trustee Cosgrove adjourned the meeting at 9:06 p.m.

Respectfully submitted,
Lynn Shankman
Secretary