

**Clarendon Hills Public Library  
Board of Trustees**

**Minutes of June 15, 2010 Board Meeting**

**Present**

Trustees Steve Ostrodka, Lisa Cosgrove, 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 Windisch to accept the minutes of the May 18, 2010 Board Meeting passed unanimously.

**Treasurer's Report**

Trustee MacLeod reported that the state of the library was in order.

**Report of Library Affairs**

The village is making changes to the print version of the Trustee Topics that will exclude the library from participating in the publication. The library will continue to be included in their electronic version. As a result, Director Craft is reviewing options to be certain that the community is kept up to date on library affairs.

As the memorial garden brick program closes for the year, the library will add seven bricks to the garden this summer. The Board sincerely thanks the participants for their donations.

Director Craft reported that Dana Young will be the library's new part time Circulation Clerk.

Due to the state's deteriorating financial situation, the Metropolitan Library System (MLS) sent the library a letter advising that they will suspend services effective June 30. Priorities set by the MLS will be to support delivery and SWAN services until the FY2010 payment is received (now anticipated for January 2011). The State of Illinois' lack of expected funding will likely cause the MLS to reluctantly eliminate consulting and educational services to their libraries. They will be forced to maintain only a skeletal staff to support SWAN, delivery and minimal services.

Director Craft reported very positive response to the library's Kindles.

The Illinois Public Library Annual Report was mailed to the State Library as required.

Director Craft reported that Service Mechanical has finished most repairs on the air conditioner. Completion is expected next week.

Recognizing the need to remain fiscally responsible, Director Craft informally requested that the Board consider several items that she would like to purchase for the library including: a color copier, a phone system with voice mail, a fax machine for patron use and eco-friendly circulating canvas bags (check out a bag, when you check out a book). The Board agreed to consider these requests.

**Buildings and Grounds:**

Efforts to obtain a plan and bids for the approved brick repairs and canopy/rails for the back stairs continue.

### **Unfinished Business**

Trustees Windisch and Scully reported that the new Financial Policy will be ready for vote next month.

Final preparations were described for the Volunteer Appreciation Dinner to be held on June 23 at the library.

The outstanding efforts of Ruth Ostrodka in coordinating and running (and to Lenna Ostrodka for helping at) the annual Daisy Days Book Sale were recognized by the Board. The sale was a great success and seamlessly managed.

Diane Windisch reviewed Chapters 3-5 of the Library Bylaws for the Board. The chapters covered Personnel, Facilities Standards and Technology. Chapters 6 and 7 will be reviewed by Trustee Ostrodka next month.

### **New Business**

After discussion and review of the general mathematical formula, a motion by Trustee Scully to maintain the current non-resident card fee of \$210 for the year was approved.

Director Craft shared a Clarendon Hills Public Library Green Plan for consideration by the Board. The plan will actively increase the library's efforts to recycle, reduce waste, conserve energy and educate the community on ways to go green. The plan will be discussed at next month's meeting.

Trustee Cosgrove shared details regarding grant writing and fund raising that she learned at an exceptional class hosted by MLS. Strategies to maximize fundraising and grants will be very valuable as the library continues its efforts bring the best services and programs to its patrons. One possibility brought up by Director Craft was to create a calendar of important dates featuring photos of patrons and library events with sale proceeds funding additions to the DVD collection. The Board said she could move forward with this idea.

Trustee Cosgrove adjourned the meeting at 8:20 p.m.

Respectfully submitted,  
Lynn Shankman  
Secretary