

Brookfield Public Library

Journal of the Proceedings of a
Regular Library Board of Trustees Meeting
December 28, 2005 – 7:00 P.M.

Members Present: President Margaret Blasage, Trustees Dianne Duner, Carol Vaughan Kissane, Barbara Garvey, Christine Baker, Judith Sweet and Jonathan Platt.

Members Absent: None

Others Present: Library Director Kimberly Litland, Village of Brookfield Liaison – Village President Michael Garvey and Administrative Assistant Linda Schmidhuber.

On Wednesday, December 28, 2005, President Blasage called the Regular Library Board of Trustees meeting to order at 7:02 P.M. Upon roll call by Trustee Garvey, a quorum was determined.

APPROVAL OF AGENDA

Motion by Trustee Kissane, seconded by Trustee Sweet to approve the Agenda of the Regular Library Board meeting of December 28, 2005. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

APPROVAL OF CONSENT AGENDA

1. Approval of minutes Regular Meeting of November 16, 2005
2. Acceptance of Financial Statements for November 2005
3. Acceptance of Director's Report for December 2005

Motion by Trustee Kissane, seconded by Trustee Sweet, to approve the Consent Agenda of the December 28, 2005 Library Board meeting. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

COMMUNICATIONS AND CORRESPONDENCE – Written

A. Written

1. Newspaper articles / photos
2. Memoranda from Library Attorney Roger Ritzman

All written Communications and Correspondence filed with records of the December 28, 2005 meeting.

COMMENTS OF VISITORS

Three Brookfield Residents and one Village of Brookfield employee expressed concerns and offered suggestions to the Board regarding computer and Internet usage in the Library.

PRESIDENT'S REPORT

President Blasage informed the Board of attendance at holiday parties and meetings with the Finance Committee and with Director Litland.

DIRECTOR'S MONTHLY SUMMARY

Director Litland's report to the Board included:

- Update on replacement of clerestory windows and possible need to close Library later in week.
- Periodical shelving on order
- Computer hardware - emergency replacement (network switch)
- Library Web Team & forthcoming new website design
- Adult and Youth Services new blogs
- 2006-2007 FY Budget progress
- Results and Photos from December 2, 2005 In-Service Day

UNFINISHED BUSINESS

A. Stop sign at Grand Boulevard and Lincoln

Brookfield Police Chief Thomas Schoenfeld informed the Board that the Village has received grant money from the Township of Riverside to purchase "in-street" reflective signs as are currently being successfully used in the Village of Riverside. One such sign is to be installed at Grand and Lincoln in the spring.

B. Migration project update

Director Litland announced that MLS/Members of SWAN would be voting on January 5, 2006 regarding Brookfield Library's request to re-join SWAN. Computers have been purchased and are being cascaded into use as time permits.

MOTION TO AMEND AGENDA REGARDING EXECUTIVE SESSION

Motion by Trustee Kissane, seconded by Trustee Garvey, to move New Business agenda items 12 and 13 forward. Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

NEW BUSINESS

Discussion and Possible Action: Library Internet Usage

President Blasage prefaced the discussion by reading the ALA Resolution for the Use of Filtering Software in Libraries.

Options discussed included relocation of computers or photocopier and DVD collection, placing privacy screens on the monitors on the Adult side of the Library and posting Computer Use policy.

Motion by Trustee Kissane, seconded by Trustee Sweet to authorize Library Director Litland to order privacy screens for all computer monitors on the Adult side of the Library. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

Discussion: Attendance at 2006 Public Library Association Conference

President Blasage stated that funds were budgeted for one trustee to attend this event, which is to be held in Boston, Massachusetts, March 21 through March 25, 2006. A decision on attendance needed to be made by January 11 so the library could take advantage of "Early Bird Special" registration rates through ALA.

EXECUTIVE SESSION

Motion by Trustee Kissane, seconded by Trustee Platt, to adjourn the Regular Library Board of Trustees meeting of December 28, 2005 to an Executive Session at 7:59 P.M. to discuss matters of Personnel, probable litigation and to review closed sessions minutes per Illinois Code 5ILCS 120/2 ©(21). Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

RECONVENE REGULAR LIBRARY BOARD MEETING

Motion by Trustee Kissane, seconded by Trustee Baker, to reconvene the Regular Library Board of Trustees Meeting of December 28, 2006 at 9:10 P.M.

NEW BUSINESS – CONTINUED

REPORTS OF THE LIAISONS (Liaison's reports were inadvertently not tape recorded at this meeting.)

**MLS – President Blasage:
Friends of the Library – Trustee Kissane
Library Trustee Forum – Trustee Kissane
Village Board**

REPORTS OF COMMITTEES

Finance Committee – Trustee Kissane

Motion by Trustee Kissane, seconded by Trustee Platt to approve the December 28, 2005 Warrant for payment in the amount of \$80,416.21. Upon roll call, the motion carried as follows: Ayes: President Blasage, Duner, Trustee Kissane, Garvey, Baker, Sweet and Platt. Nays: None. Absent: None.

Policy Committee - Review: Confidentiality of Library Patron Records

The proposed revisions to the Confidentiality of Library Patron Records were reviewed by the Board.

Motion by Trustee Garvey, seconded by Trustee Duner, to approve the revised Confidentiality of Patron Records. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

Building & Grounds Committee

Trustee Platt led the discussion which included current projects, fiscal year 2006-07 capital projects, and status of the building evaluation with a proposal that it be downsized to focus on the interior floor plan of the library.

Fund Advisory Committee

Motion by Trustee Kissane, seconded by Trustee Sweet, to approve the Brookfield Public Library's participation in ILSDO as a pass through vehicle for receipt of a refund from the Library Community Foundation and for future donated monies. A separate Library bank account is to be established by the Library Director for final receipt of donated monies or monies raised through fundraising efforts. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

Personnel Committee

Motion by Trustee Kissane, seconded by Trustee Garvey to authorize the Library Director to prepare information regarding employee insurance plan changes for Board approval at the Regular Library Board Meeting scheduled for January 25, 2006. Upon roll call, the motion carried as follows: Ayes: President Blasage, Duner, Trustee Kissane, Garvey, Baker, Sweet and Platt. Nays: None. Absent: None.

Motion by Trustee Sweet, seconded by Trustee Kissane, to adopt the Salary Schedule as prepared by Director Litland but with administrative prerogative determining the rate of implementation. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

Semi-Annual Review of Minutes from Executive Session Meetings

Motion by Trustee Garvey, seconded by Trustee Kissane, that Executive Session Minutes from the past six month time remain closed due to discussion of matters related to Personnel contained therein. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Baker, Platt and Sweet. Nays: None. Absent: None.

Final Public Forum

President Blasage invited comment from the audience. Hearing none, she called for a motion to adjourn the meeting.

ADJOURNMENT

Motion by Trustee Baker seconded by Trustee Kissane, to adjourn the December 28, 2005 Library Board of Trustees meeting at 9:35 P.M. Upon roll call, the motion carried as follows: Ayes: President Blasage, Duner, Trustee Kissane, Garvey, Baker, Sweet and Platt. Nays: None. Absent: None.

Barbara J. Garvey, Secretary
Brookfield Public Library
Board of Trustees

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