

Brookfield Public Library

Journal of the Proceedings of a Regular Library Board of Trustees Meeting January 25, 2006 – 7:00 P.M.

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

Members Absent: Trustee Baker

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

On Wednesday, January 25, 2006, President Blasage called the Regular Library Board of Trustees meeting to order at 7:05 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 January 25, 2006. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

APPROVAL OF CONSENT AGENDA

1. Approval of minutes Regular Meeting of December 28, 2005
2. Acceptance of Financial Statements for December 2005
3. Acceptance of Director's Report for January 2006

Motion by Trustee Kissane, seconded by Trustee Garvey, to approve the Consent Agenda of the January 25, 2006 Library Board meeting. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

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 January 25, 2006 meeting.

COMMENTS OF VISITORS

PRESIDENT'S REPORT

President Blasage advised the Board of her attendance at the Budget and Finance Committee Meeting on January 21 and the Fund Advisory Committee Meeting on January 23.

DIRECTOR'S MONTHLY SUMMARY

Director Litland reported that:

- Village President Michael J. Garvey encouraged the Village Board to approve the Library receiving funding through a Community Development Block Grant application so that the Library could begin various handicapped accessibility projects.
- The Library's Web Team met regarding redesign of the website.
- The Policy Committee had reviewed proposed revisions to the Computer Use Policy.
- The Personnel Committee reviewed salary scale and employee insurance information.
- Library Advocacy Day & Rally are scheduled for March 1, 2006. Friends of the Library members encouraged to attend. All Library Department Heads will attend this event.

UNFINISHED BUSINESS

Migration project update

Director Litland informed the Board that the new Dell computers will be installed as time permits and scanners have been ordered.

NEW BUSINESS

REPORTS OF THE LIAISONS

MLS – President Blasage: The MLS Long-Range Plan is in process.

Friends of the Library – Trustee Kissane: The Friends met on January 11, 2006 to discuss items to promote the Library and the Friends, funds received from books sales, and participation in Library Advocacy Day. New FOL officers will be elected in May 2006.

Library Trustee Forum – Trustee Kissane: The Trustee Forum met in Bridgeview on January 7, 2006.

Village Board – President Michael Garvey: Village President Garvey gave the Board an overview of the business conducted at the Village Board meeting of January 23, 2005, advised the Board of the hiring of an Assistant Village Manager who would oversee the Building and Code Department, and of the progress of the Village's Fiscal 2006-2007 budget process.

REPORTS OF COMMITTEES

Finance Committee – Trustee Kissane

Motion by Trustee Kissane, seconded by Trustee Platt, to approve the January 25, 2006 Warrant for payment in the amount of \$81,694.50. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

Policy Committee - Review: Correspondence from the Board, Displays and Exhibits and Public Computer Use Policy.

Director Litland advised the Board that there were no material changes to the Correspondence from the Board policy and the only change to the Policy on Displays and Exhibits was to its format so the policy would fit on one page. The Board discussed the proposed changes to the Public Computer Use Policy.

Motion by Trustee Garvey, seconded by Trustee Plat to adopt the revised Public Computer Use Policy. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

Building & Grounds Committee

Trustee Platt presented an overview of the January 10, 2006 Building and Grounds Committee discussions,

- The Clerestory window replacement project was completed under amount budgeted.
- Updating the phone system to be next project.
- Condition of HVAC to be assessed by a Mechanical Engineer referred by Norm Eallonardo.
- The type of improvements needed to comply with handicapped accessibility needs.

Personnel Committee

The Board discussed the 2006-2007 salary schedule and insurance plans, including providing insurance through LIMRiCC, revising the premium payment percentages to 95%-5% for both medical and dental for single-coverage, raises for those employees who meet minimum standards and more frequent evaluations of employee performance.

Fund Advisory Committee

Trustee Kissane informed the Board of the January 23, 2006 Fund Advisory Committee meeting regarding ISLSDO involvement and fundraising activities. The idea of a progressive dinner involving Village of Brookfield businesses has been suggested. A fund raising planning meeting is scheduled for February 10, 2006 at 5:30 P.M. Friends of the Library have been invited to attend. It was suggested that the Brookfield Chamber of Commerce be invited.

Discussion and review: draft of fiscal year 2006-07 budget

Director Litland reviewed highlights of and responded to Board questions regarding the draft of the Fiscal Year 2006-07 Budget.

Resolution 2006-01 Levy for Site and Building Fund

Motion by Trustee Garvey, seconded by Trustee Kissane, to approve Resolution No. 2006-01 – A Resolution of the Board of Library Trustees of the Village of Brookfield, Cook County, Illinois Providing For A Levy for the Public Library Site and Building Fund. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

Resolution 2006-02 Transfer to Special Reserve

Motion by Trustee Garvey, seconded by Trustee Sweet, to approve Resolution 2006-02 – A Resolution Calling For The Transfer of Funds From The Public Library Fund to the Library Special Reserve Fund in the amount of \$100,000. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

Rescheduling of regular March meeting to Wednesday, March 29

Motion by Trustee Garvey, seconded by Trustee Duner, to reschedule the Regular Library Board of Trustees Meeting for March 2006 to March 29, 2006. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

March 1- Library Day

Trustees attendance at Library Advocacy Day is one possibility that will fulfill the fiscal year 2006 requirement of trustee education for the Per Capital Grant.

ILA Library Trustee Forum

Director Litland and Trustee Kissane encouraged Board members to attend on Saturday, February 25, 2006.

Final Public Forum

President Blasage invited comment from the audience. Village President Michael Garvey announced a WCMC conference regarding lobbying, and that he would provide the details to Director Litland.

President Blasage then called for any further announcements and a review of the meeting.

ADJOURNMENT

Motion by Trustee Kissane, seconded by Trustee Sweet, to adjourn the Regular Library Board of Trustees Meeting of January 25, 2006 at 9:12 P.M. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Kissane, Garvey, Platt and Sweet. Nays: None. Absent: Trustee Baker.

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

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