

Brookfield Public Library

Journal of the Proceedings of a
Regular Library Board of Trustees Meeting
January 24, 2007 – 7:00 P.M.

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

Members Absent: Trustee Judith Sweet

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

Also Present: None

On Wednesday, January 24, 2007, President Blasage called the Regular Library Board of Trustees meeting to order at 7:02 P.M. A quorum was determined upon roll call by Secretary Garvey.

APPROVAL OF AGENDA

Motion by Trustee Kissane, seconded by Trustee Garvey to approve the Agenda of the Regular Library Board meeting of January 24, 2007 Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

APPROVAL OF CONSENT AGENDA

- A. Approval of minutes, regular meeting of November 29, 2006
- B. Acceptance of closed session minutes of November 29, 2006
- C. Approval of minutes, special meeting of December 16, 2006
- C. Acceptance of financial statements for November and December 2006
- D. Acceptance of director's report for December 2006 and January 2007

Motion by Trustee Duner, seconded by Trustee Kissane, to approve the Consent Agenda of the January 24, 2007. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

COMMUNICATIONS AND CORRESPONDENCE

A. Written

- 1. Newspaper articles / photos
- 2. Memoranda from Library Attorney Roger Ritzman
- 3. Thank you to Illinois State Library for migration grant
- 4. Thank you to Brookfield Women's Club for recent donation
- 5. Thank you from volunteers Charlotte Wolf and Edna Krucher
- 6. Letter informing residents of January 17th special meeting
- 7. Little Trivia on the Prairie invitation

All written Communications and Correspondence filed with records of the January 24, 2007 meeting.

PRESIDENT'S REPORT

President Blasage commented on the Special Board meeting and her meeting with Director Litland to set the agenda.

DIRECTOR'S REPORT

Director Litland informed the Board of the following recent events:

- New employee – Nicole Burchfield, Youth Services Librarian
- New employee – Jennifer Westrick, Circulation Clerk
- Early Voting at the Library – scheduled for February 5 through February 22 through Cook County
- New Vend unit installed on public copier on January 24, 2007; unit also has capability of accepting debit and credit cards and to scan library card and charge patron's account.
- Public fax machine ordered and will be installed in lobby of Library

REPORTS OF THE LIAISONS

MLS – President Blasage: Results of an employee opinion survey were presented to the MLS Board. Illinois Library Day scheduled for April 19. President Blasage has been appointed to an Ethics Committee regarding Illinois Library Day to determine potential conflict of interest situations during Advocacy Day events.

Library Trustee Forum – Trustee Kissane: The next Trustee Forum meeting is scheduled for Saturday, January 27, 2007 at the Brookfield Public Library.

Friends of the Library – Trustee Platt: The Friends of the Library raised over \$10,000 during 2006. A \$5,000.00 account has been established for long-range development and building. Prices of hardcover and softcover books to be increased. The FOL storeroom has been better organized and several shipments of books have gone out to Better World Books. A book sale is being planned for March 2007.

Village Board - President Garvey: President Garvey informed the Board of the activities and results of the Village Board Meeting held January 22, 2006 including discussion of the Clean Air Act and the Anti-Smoking Ban. An ordinance is scheduled to be passed at a Regular Village Board meeting to be held in February regarding the Clean Air Act.

REPORTS OF COMMITTEES

Finance Committee – Trustee Kissane

Motion by Trustee Kissane, seconded by Trustee Garvey, to approve the January 24, 2007 warrant for payment in the amount of \$154,612.33. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Motion by Trustee Kissane, seconded by Trustee Platt, to approve the December 2006 warrant for payment in the amount of \$100,943.07. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Policy Committee

Motion by Trustee Duner, seconded by Trustee Kissane, to accept the Unattended Child Policy as amended. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Motion by Trustee Kissane, seconded by Trustee Platt to approve the Electronic Participation policy. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Update on Limits on Rated Materials policy

Director Litland informed the Board of the reaction so far to the Rated Materials policy and the required parent signature card. Per staff, most patrons have regarded the signing of a card as somewhat of an inconvenience but, for the most part, the policy has been accepted by patrons. Certain patrons have expressed to Director Litland that they regarded the policy as rather "Big Brotherish".

Building and Grounds Committee

Approve Lighting Quote

Trustee Platt presented the quotation of \$5,670.00 to restore the neon outdoor lighting of the letters along the Grand Boulevard side of the building.

Motion by Trustee Duner, seconded by Trustee Garvey, to approve the expense to restore neon outdoor lighting. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Building Program

Director Litland directed the Board's attention to the Building Program questionnaire prepared by Dr. Fred Schlipf. A meeting is scheduled with Dr. Schlipf on March 10, 2007.

Discussion and review: draft of fiscal year 2007-08 budgets

Director Litland informed the Board of the change to a Calendar Year budget. A resolution will be on agenda for vote at the Library Board of Trustees meeting scheduled for February 21, 2007.

A proposed budget was reviewed by lines. New positions were discussed as well as the impact of the increase in the State of Illinois minimum wage to \$7.50 in July 2007.

The Materials lines have been further broken down in order to better audit expenses for the different categories of materials, such as non-fiction, fiction, etc.

The Services and Supplies lines contained one new category – a line to accommodate Technical Services "Equipment" requests. The Public Relations line was increased to enable more promotion of the library.

Capital Expenses includes provision for purchase of two smaller servers to accommodate e-mail separately from other data.

President Blasage noted allocations for staff and Board education and requested more money be allocated so that more than three Trustees could attend ILA and ALA conferences.

Resolution 2007-01 Levy for Site and Building Fund

Motion by Trustee Kissane seconded by Trustee Duner to approve Resolution 2007-01 – Levy for Site and Building Fund (\$90,000.00). Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Resolution 2007-02 Transfer to Special Reserve

Motion by Trustee Kissane seconded by Trustee Schwitzner to approve Resolution 2007-02 authorizing the transfer of \$200,000.00 to the Special Reserve Fund. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Semi-annual review of minutes from Executive Session meetings

Motion by Trustee Garvey seconded by Trustee Kissane that all Executive Session meeting minutes from June 2006 through December 2006 remain sealed as they contained matters relating to Personnel and yet unresolved matters pertaining to real estate and land acquisition. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Rescheduling of regular February meeting to Wednesday, February 21

Motion by Trustee Platt, seconded by Trustee Duner, to approve the rescheduling of the February Regular Library Board of Trustees meeting to February 21, 2007. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Executive session: Real estate (5 ILCS 120/2 c (5))

Motion by Trustee Kissane, seconded by Trustee Duner, to adjourn the Regular Library Board of Trustees meeting of January 24, 2007 at 8:48 P.M. to an Executive Session to discuss matters pertaining to land acquisition. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Reconvene Regular Library Board of Trustees Meeting

Motion by Trustee Duner, seconded by Trustee Platt, to reconvene the Regular Library Board Meeting of January 24, 2007 at 9:41 P.M. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Announcements

Trustee Schwitzner announced that he had been appointed to the ILA Executive Committee.

ADJOURNMENT

Motion by Trustee Kissane seconded by Trustee Platt, to adjourn the Regular Library Board of Trustees meeting of January 24, 2007 at 9:45 P.M. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Barbara Garvey
Secretary
Brookfield Public Library
Board of Trustees

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