

Brookfield Public Library

Journal of the Proceedings of a  
Regular Library Board of Trustees Meeting  
January 23, 2008 – 7:05 P.M.

**Members Present:**     **President Jonathan Platt, Trustees Dianne Duner, Carol Vaughan Kissane, Barbara Garvey, Jennifer Oberhauser and Aaron Lenaghan.**

**Members Absent:**     **Trustee Sweet**

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

**Also Present:**         **None**

On Wednesday, January 23, 2008, President Platt called the Regular Library Board of Trustees meeting to order at 7:05 P.M. Upon roll call a quorum was determined.

**APPROVAL OF AGENDA**

Motion by Trustee Platt, seconded by Trustee Duner to approve the Agenda of the Regular Library Board meeting with revisions as noted by President Platt, including the removal of Item 14 of January 23, 2008. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Duner, Kissane, Garvey, Oberhauser and Lenaghan. Nays: None. Absent: Trustee Sweet.

**APPROVAL OF CONSENT AGENDA**

- A. Approval of minutes, regular meeting of December 19, 2007
- B. Approval of minutes, executive session of December 19, 2007
- C. Acceptance of financial statements for December 2007
- D. Acceptance of Director's report for January 2008

Consent agenda (*Any trustee may remove items from the consent agenda for action by the Board.*)

Motion by Trustee Platt, seconded by Trustee Garvey, to approve the Consent Agenda of the Regular Library Board of Trustees meeting of January 23, 2008. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Duner, Kissane, Garvey, Oberhauser and Lenaghan. Nays: None. Absent: Trustee Sweet.

**COMMUNICATIONS AND CORRESPONDENCE**

- A. Written
  - 1. Thank you to Brookfield Women's Club for donation
  - 2. Letters to Cook County Elections Department regarding Trustee appointment
  - 3. Library publicity materials
- B. Comments of visitors

All written Communications and Correspondence filed with records of the January 23, 2008 meeting.

**PUBLIC COMMENT**

## **PRESIDENT'S REPORT**

President Platt informed the Board of recent activities and of the meetings he has attended, including:

- Meeting with Director Litland regarding setting meeting agenda
- Suggesting that President's reports, Director's report, and Committee Reports be submitted in writing to be included in the Board meeting packet and to facilitate Board meeting

## **DIRECTOR'S REPORT**

Director Litland informed the Board of the implementation of increased fines and fees.

Trustee Sweet joined the meeting at 7:11 P.M.

### **Committee Assignments**

Finance Committee: Chairman: Trustee Garvey. Member: Oberhauser

Policy Committee: Chair Sweet. Member: Duner

Personnel Committee: Chairman: Diane. Member Oberhauser

Building and Grounds: Chair: Trustee Sweet. Members: Trustees Garvey and Oberhauser.

Technology Committee: Committee to be dissolved. Motion to amend bylaws to be on agenda for approval vote at Regular Library Board Meeting scheduled for February 27, 2007.

Development Committee: Consensus was to dissolve this committee. Motion to amend bylaws to be on agenda for approval vote at Regular Library Board Meeting scheduled for February 27, 2007.

Marketing Committee: Chair: Trustee Lenganan, Members: Trustee Sweet, Kissane and Duner.

President Platt proposed inclusion of Friends liaison into the Marketing Committee and that Board consider increasing Marketing Committee membership in order to promote new library building project.

Zoo Committee (not in bylaws). Committee started with objective of maintaining communications between the Zoo and the Library. Zoo committee to be dissolved.

Trustee Forum Liaison: Trustee Kissane

Friends of the Library: Trustee Kissane

### **Building and Grounds**

Trustee Sweet stated that most events were covered in Director Litland's Director's Report.

Building and Grounds Committee suggested turning these lights off permanently due to frequent need for repair and expense of said repairs. Other items mentioned were repair of faucets in Public restrooms and arrival of new chairs in public areas.

## **EXECUTIVE SESSION**

- A. Personnel (5 ILCS 120/2 c (1))
- B. Acquisition of real estate (5 ILCS 120/2 c (5))

Motion by President Platt , seconded by Trustee Kissane, to adjourn the Regular Library Board of Trustees meeting of January 23, 2008 to an Executive Session at 7:47 P.M. to discuss matters pertaining to Personnel and Acquisition of

Real Estate. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Duner, Kissane, Garvey, Sweet, Oberhauser and Lenaghan. Nays: None. Absent: None.

### **RECONVENE REGULAR LIBRARY BOARD MEETING**

Motion by Trustee Kissane , seconded by Trustee Dune, to reconvene the Regular Library Board of Trustees meeting of January 23, 2008 at 8:39 P.M. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Duner, Kissane, Garvey, Sweet, Oberhauser and Lenaghan. Nays: None. Absent: None.

Note: Trustee Sweet needed to leave the meeting at this point.

### **REPORTS OF LIAISONS**

#### **Library Trustee Forum – Trustee Kissane:**

Trustee Kissane reminded the Board that the Trustee Forum was scheduled for February 23, 2008.

#### **Friends of the Library – Trustee Platt:**

No report.

#### **Village Board – President Garvey:**

President Garvey informed the Board of recent discussions and decisions made at recent Village Board of Trustees meetings including a new CDBG program that would enable the Village to grant sums of money to Brookfield homeowners to use for the repair of their property.

### **NEW BUSINESS**

### **REPORTS OF COMMITTEES**

#### **Finance Committee – Trustee Garvey**

Motion by Trustee Garvey, seconded by Trustee Oberhauser, to approve the January 23, 2008 warrant, minus the check to Oak Brook Mechanical, for payment in the amount of \$105,069.25 Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Duner, Kissane, Garvey, Oberhauser and Lenaghan. Nays: None. Absent: Trustee Sweet.

#### **Resolution 2008-01, Transfer to Special Reserve**

Motion by Trustee Garvey, seconded by Trustee Oberhauser, to move \$200,000.00 back to the Special Reserve fund. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Duner, Kissane, Garvey, Oberhauser and Lenaghan. Nays: None. Absent: Trustee Sweet

#### **Revised audit engagement letter from O’Neill & Gaspardo**

Motion by Trustee Garvey, seconded by Trustee Kissane, to approve the revised engagement letter from O’Neill & Gaspardo in order to proceed with the 2007 audit. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Duner, Kissane, Garvey, Sweet, Oberhauser and Lenaghan. Nays: None. Absent: None.

**Library Advisory Committee**

**Legislative breakfast**

**Discussion: Survey**

**Discussion: 2008 Taste of Brookfield at Your Library date**

Suggested date: Friday, October 3, 2008 – 7:00 P.M. to 10:00 P.M.

**ANNOUNCEMENTS**

**ADJOURNMENT**

Motion by Trustee Kissane, seconded by Trustee Garvey, to adjourn the Regular Library Board meeting of January 23, 2008 at 9:40 P.M. Upon roll call, the motion carried as follows: Ayes: President Platt, Trustees Kissane, Garvey, Duner, Sweet, Oberhauser and Lenaghan.

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Carol Kissane  
Secretary  
Brookfield Public Library  
Board of Trustees

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