

Brookfield Public Library

Journal of the Proceedings of a
Regular Library Board of Trustees Meeting
July 23, 2008 – 7:00 P.M.

Members Present: **President Jonathan Platt, Trustees Dianne Duner, Carol Vaughan Kissane, Barbara Garvey, Judy Sweet and Jennifer Oberhauser**

Members Absent: **Trustee Lenaghan**

Others Present: **Library Director Kimberly Litland and Library Administrative Assistant Linda Louise Schmidhuber**

Also Present: **None**

President Jonathan Platt called the July 23, 2008 Library Board of Trustees meeting on order at 7:00 P.M. Upon roll call, a quorum was determined.

Trustee Sweet – Attendance via Telephone

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

- A. Approval of minutes, regular meeting of June 25, 2008
- B. Approval of minutes, executive session of June 25, 2008
- C. Approval of minutes, special meeting of July 13, 2008
- D. Approval of minutes, executive session of July 13, 2008
- E. Acceptance of financial statements for June 2008
- F. Acceptance of Director's report for July 2008

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

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

COMMUNICATIONS AND CORRESPONDENCE

Library publicity materials
Thank you card from Betty Mathias
Thank you letters to the Brookfield VFW and Brookfield LaGrange Lions
Legal memoranda from Library Attorney Roger Ritzman

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

PUBLIC COMMENT

Library Advisory Committee Liaison Report

EXECUTIVE SESSION - Acquisition of 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 July 23, 2008 to an Executive Session at 7:05 P.M. to discuss matters pertaining to acquisition of real estate. Upon roll call, the motion carried as follows: Ayes: Trustees Platt, Duner, Kissane, Garvey, Sweet and Oberhauser. Nays: None. Absent: Trustee Lenaghan.

RECONVENE REGULAR LIBRARY BOARD MEETING

Motion by Trustee Kissane, seconded by Trustee Oberhauser, to reconvene the Regular Library Board of Trustees Meeting of July 23, 2008 at 7:45 P.M. Upon roll call, the motion carried as follows: Ayes: Trustees Platt, Duner, Kissane, Garvey, Sweet and Oberhauser. Nays: None. Absent: Trustee Lenaghan.

President's report

As previously written and included in the meeting packet. President Platt reported on his attendance at the Village of Brookfield Public Hearing regarding street improvements and the potential impact on the Library. Street improvements scheduled for 2009 would improve pedestrian safety in the area of the Library. The Village may consider widening of Lincoln Avenue.

Director's report

As previously written and included in the meeting packet and including an update on Circulation during the month of June.

NEW BUSINESS

Reports of Committees:

Building and Grounds Committee

- Current projects update: Power washing of building to begin week of July 28, 2008.
- Discussion: architect letters

Library Advisory Committee

No Library Advisory Committee meeting scheduled for July 2008

Finance Committee

Action: monthly warrant - \$81,699.44

Motion by Trustee Garvey, seconded by Trustee Kissane, to approve the July 23, 2008 warrant for payment in the amount of \$81,669.44. Upon roll call, the motion carried as follows: Ayes: Trustees Platt, Duner, Kissane, Garvey, Sweet and Oberhauser. Nays: None. Absent: Trustee Lenaghan.

Trustee Garvey reported that the Finance Committee and the Personnel Committee met and discussed proposed salary scales and the insurance premium payment ratios.

Discussion: FY 2009 Budget

Marketing Committee – Trustee Lenaghan

Results of July 15, 2008 Marketing Committee Meeting. Taste Planning and Marketing Committee meeting together. Trustees and Friends of the Library members to begin soliciting donations from local businesses beginning in the month of August.

Policy Committee

Discussion: Background checks of prospective employees

Trustee Sweet reported on the discussion at the Policy Committee meeting regarding a Background Check of Prospective Employees policy.

Motion by Trustee Garvey, seconded by Trustee Duner , to approve the Background Check of Prospective Employees policy as written. Upon roll call, the motion carried as follows: Ayes: Trustees Platt, Duner, Kissane, Garvey, Sweet and Oberhauser. Nays: None. Absent: Trustee Lenaghan.

Discussion: Committee Reports

Reports to be turned in via e-mail, using standard format as provided.

Reports of liaisons:

Friends of the Library – Trustee Lenaghan

Kimberly Litland reported that the Friends of the Library are still deciding upon a design for a stained glass window to commemorate late Trustee Peg Blasage.

Library Trustee Forum – Trustee Kissane

Library Trustee Forum met on July 12, 2008. Tentative agenda has been set for February workshop. Next meeting will be a breakfast meeting at 8:00 A.M. at the ILA conference.

Village Board – Village President Michael Garvey

TIF Public Hearing scheduled for August 11, 2008.

Discussion: FY2009 Per Capita Grant - Review of Open Meetings Act (5ILCS 120)

Mid-Year Review of Finances

ADJOURNMENT

Motion by Trustee Kissane, seconded by Trustee Sweet, to adjourn the Regular Library Board meeting of July 23, 2008 at 8:54 P.M. Upon roll call, the motion carried as follows: Upon roll call, the motion carried as follows: Ayes: Trustees Platt, Duner, Kissane, Garvey, Sweet and Oberhauser. Nays: None. Absent: Trustee Lenaghan.

Carol Kissane
Secretary
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