

Brookfield Public Library

Journal of the Proceedings of a  
Regular Library Board of Trustees Meeting  
May 30, 2007 – 7:00 P.M.

**Members Present:** President Margaret Blasage, Trustees Carol Vaughan Kissane, Barbara Garvey, Dianne Duner, and Jonathan Platt. Trustee Judith Sweet 'attended meeting' via telephone.

**Members Absent:** None

**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, May 30, 2007, President Blasage called the Regular Library Board of Trustees meeting to order at 7:04 P.M. Upon roll call a quorum was determined.

**Motion to Allow Trustee Judith Sweet to Attend Meeting Via Telephone**

Motion by Kissane, seconded by Trustee Platt to allow Trustee Judith Sweet to attend the May 30, 2007 Regular Library Board meeting via telephone. Upon roll call, the motion carried as follows: President Blasage, Trustees Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

**APPROVAL OF AGENDA**

Motion by Trustee Kissane, seconded by Trustee Duner to approve the Agenda of the Regular Library Board meeting of May 30, 2007. Upon roll call, the motion carried as follows: President Blasage, Trustees Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

**APPROVAL OF CONSENT AGENDA**

- A. Approval of minutes, regular meeting of April 25, 2007
- B. Approval of minutes, executive session of April 25, 2007
- C. Approval of minutes, special meeting of April 30, 2007
- D. Acceptance of financial statements for April 2006
- E. Acceptance of director's report for May 2006

Motion by Trustee Platt, seconded by Trustee Kissane to approve the Consent Agenda of the May 30, 2007. Upon roll call, the motion carried as follows: President Blasage, Trustees Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

**OATH OF OFFICE – JONATHAN PLATT**

Village of Brookfield Clerk Brigid Weber administered the Oath of Office to Jonathan Platt, who was recently elected to serve a two-year term on the Library Board of Trustees.

**COMMUNICATIONS AND CORRESPONDENCE**

- A. Written
  - 1. Newspaper articles / photos
  - 2. Memoranda from Library Attorney Roger Ritzman
  - 3. Thank you letter to Lt. Ed Petrak for gang awareness training

All written Communications and Correspondence filed with records of the May 30, 2007 meeting.

## **FINAL PRESIDENT'S REPORT**

President Blasage thanked the Board for their support during her two-year term in office, and commented about the amiability of this Library Board and how appreciative she was of it. President Blasage gave an overview of the accomplishments and forward steps taken by the Board during the past two years, including participation in the Taste of Brookfield @Your Library fundraiser.

## **DIRECTOR'S REPORT**

Director Litland informed the Board of the following recent events:

- Land acquisition activities
- Per capital grant purchases, including twelve laptops and four additional laptops for check out and use within the Library
- Annual IPLAR (annual statistics) data, which were very favorable
- Day of Unity event
- New Public Relations Coordinator hired
- Rotary Annual Convention

## **STAFF REPORT – YOUTH SERVICES**

Youth Services Department Head, Cindy Moriarity, presented the Board with an overview of the department's accomplishments and plans. Ms. Moriarity's presentation included:

- Visits to local schools regarding the summer reading program.
- Summer Reading Program covers three age groups
- Evanced Summer Reader program – which will track reading program participants progress on line.

## **FINAL REPORTS OF THE LIAISONS**

**MLS – President Blasage:** President Blasage felt that MLS does now have a good team of consultants; the annual meeting is set for the Burr Ridge location this autumn; the MLS Board did the Director's evaluation; MLS considering awarding Trustees who have served many years. Libraries would petition for the award; remodeling the Burr Ridge facility is being planned.

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

- A quorum was present at the recent meeting.
- There were no nominations for Trustee of the Year up until May 29, 2007. One application was received.
- Next Forum scheduled for September.
- Next workshop scheduled for February 16 or February 28, 2008.

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

- Book Sale – FOL is looking for more volunteers to assist at the sale
- A \$100.00 raffle prize was given by Berthel Electric for the FOL Book Sale
- June FOL meeting is scheduled for June 6.

**Village Board – President Garvey:** President Garvey needed to leave the meeting prior to this portion of the Library Board meeting.

## **FINAL REPORTS OF COMMITTEES**

### **Finance Committee – Trustee Kissane**

Motion by Trustee Duner, seconded by Trustee Sweet to approve the May 30, 2007 warrant for payment in the amount of \$114,947.38. Upon roll call, the motion carried as follows: President Blasage, Trustees Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

### **Approval of Three-Year Audit Engagement with O'Neill & Gaspardo**

Motion by Trustee Kissane, seconded by Trustee Duner, to a Three Year Audit Engagement with the firm O'Neill & Gaspardo. Upon roll call, the motion carried as follows: Upon roll call, the motion carried as follows: President Blasage, Trustees Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

### **Policy Committee – Trustees Garvey and Duner**

Policy Review: Personnel Policy

Trustee Garvey stated that the Policy Committee had not be able to meet and the sections scheduled for review would be reviewed during this portion of the Board meeting.

Motion by Trustee Duner, seconded by Trustee Sweet, to approve all proposed changes to the Employee Handbook as reviewed. Upon roll call, the motion carried as follows: President Blasage, Trustees Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

### **Building and Grounds Committee**

Update on current projects:

- Trustee Platt stated that not much had changed since the Building and Grounds Committee of April 24, 2007.

Annual Walk-through

- Director Litland conducted a tour of the Library and indicated new equipment and furnishings as well as areas that are in need of improvement.

### **Marketing Committee**

- 2007 Community Survey. No discussion.

### **NEW BUSINESS**

#### **Adjourn sine die**

Motion by Trustee Blasage, seconded by Trustee Garvey, to temporarily adjourn the Regular Library Board of Trustees meeting of May 30, 2007 at 8:45 P.M. Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

### **Election of officers and appointment of committees / liaisons**

President Blasage nominated Trustees to the following Officer positions:

**President – Johnathan Platt**

**Vice President – Peg Blasage**

**Secretary – Carol Kissane**

**Treasurer – Barbara Garvey**

Upon voice vote, the nominations, committee chairmanships and memberships were approved as follows:

**Jonathan Platt - President**

Committees: Personnel (Chair), Technology. Liaison: FOL

**Margaret Blasage- Vice President**

Committees: Building & Grounds (Chair), Marketing. Liaison: MLS

**Carol Vaughan Kissane - Secretary**

Committees: Zoo (Chair), Development (Chair). Liaison – Trustee Forum

**Barbara Garvey - Treasurer**

Committees: Finance (Chair), Development, Personnel

**Dianne Duner**

Committees: Technology (Chair), Policy

**Jennifer Oberhauser**

Committees: Marketing (Chair), Finance

**Judith Sweet**

Committees: Policy (Chair), Buildings & Grounds, Marketing)

**Call to order new library board: roll call and determination of quorum**

President Platt called the new library board to order at 8:55 PM. Upon roll call by Trustee Kissane, a quorum was determined.

**Action: Schedule of regular meetings for FY 2007**

Motion by Trustee Kissane, seconded by Trustee Sweet, to approve the Schedule of Regular Meetings for Fiscal Year 2007. Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

**Calendar of Library Closings for FY 2007**

Motion by Trustee Blasage, seconded by Trustee Kissane, to approve the Calendar of Library Closings for Fiscal Year 2007. Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

**Discussion: HBI727**

Director Litland informed the Board of the Day of Unity held in protest of the proposed House Bill 1727.

**Acceptance of annual report for submission to the State of Illinois and for filing with the Village of Brookfield.**

Motion by Trustee Blasage, seconded by Trustee Sweet, to accept the Annual Report as prepared for submission to the State of Illinois and for filing with the Village of Brookfield. Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

**EXECUTIVE SESSION**

Motion by Trustee Blasage, second by Trustee Platt to adjourn to an Executive Session at 9:20 P.M. to discuss Real estate (5 ILCS 120/2 c(5)).

Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

## **RECONVENE REGULAR LIBRARY BOARD OF TRUSTEES MEETING**

Motion by Trustee Kissane, seconded by Trustee Platt, to reconvene the Regular Library Board of Trustees meeting of May 30, 2007 at 9:47 P.M. Upon roll call, the motion carried as follows: Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

Motion by Trustee Blasage, seconded by Trustee Kissane, to approve allowing Administrative Assistant Linda Louise Schmidhuber to be present to take minutes during the Executive Session. Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Nays: None. Absent: None.

### **Action approving acquisition of real estate**

Motion by Trustee Kissane, seconded by Trustee Sweet, to approve the purchase of the property located at 3507 Arden. Upon roll call, the motion carried as follows; Ayes: Trustees Blasage, Kissane, Platt, Duner, Garvey, and Sweet. Abstain: Trustee Oberhauser. Nays: None. Absent: None.

### **Action approving a public hearing for acquisition of real estate/adopt Resolution No. 2007-08 confirming public hearing and property acquisition plan.**

Motion by Trustee Kissane, seconded by Trustee Platt, approve Resolution No. 2007-08 confirming a public hearing to be held on July 9, 2007 at 7:PM regarding the purchase of the 3507 Arden property. Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, and Sweet. Abstain: Trustee Oberhauser. Nays: None. Absent: None.

## **ADJOURNMENT**

Motion by Trustee Kissane , seconded by Trustee Sweet, to adjourn the Regular Library Board meeting of May 30, 2007 at 9:58 P.M. Upon roll call, the motion carried as follows: Trustees Blasage, Duner, Kissane, Garvey, Platt, Oberhauser and Sweet. Nays: None. Absent: None.

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Carol Kissane  
Secretary  
Brookfield Public Library  
Board of Trustees

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