

Brookfield Public Library

Journal of the Proceedings of a
Regular Library Board of Trustees Meeting
November 29, 2006 – 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, November 29, 2006, 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 November 29, 2006 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 October 25, 2006
- B. Acceptance of financial statements for October 2006
- C. Acceptance of director's report for November 2006

Motion by Trustee Kissane, seconded by Trustee Platt, to approve the Consent Agenda of the November 29, 2006. 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. MLS electronic newsletter

All written Communications and Correspondence filed with records of the November 29, 2006 meeting.

PRESIDENT'S REPORT

President Blasage informed the Board of her attendance at various meetings and activities since the last Library Board meeting which included attendance at the MLS Board meeting and an agenda-setting meeting with Director Litland.

DIRECTOR'S REPORT

Director Litland announced that Toni Hergenrother, Head of Technical Services, celebrated her 20th year of service to the Brookfield Public Library. Director Litland commended Toni's service to the Library and presented a commemorative plaque.

Director Litland informed the Board that preparations were in progress for the Staff Development Day – December 15, 2006 with a reminder that the Library would be closed on that day. During the in-service, staff will visit other local libraries, review policies, and receive informational presentations from the Brookfield Police and Fire Departments.

REPORTS OF THE LIAISONS

MLS – President Blasage: The MLS Board met on Monday, November 27, 2006 during which the MLS Board was informed of the electronic MLS newsletter.

Library Trustee Forum – Trustee Kissane: Trustee Kissane reported on the meeting held November 18, 2006 which was cancelled due to a lack of a quorum. The annual meeting is scheduled for February 24, 2007.

Friends of the Library – Trustee Platt: The Friends are actively working on organizing the donated books in preparation for sale in the "Book Nook" with a 'work session' planned in lieu of the December 15th FOL meeting. The "Book Nook" is to be relocated to the main foyer of the Library to increase visibility and sales.

Village Board - President Garvey: President Garvey informed the Board of actions taken and items discussed at the Village Board meetings held on November 27, 2006 including the adjudication of certain local violations at the Village hall versus the Maybrook facilities.

REPORTS OF COMMITTEES

Finance Committee – Trustee Kissane

Motion by Trustee Kissane, seconded by Trustee Garvey, to approve the November 29, 2006 warrant for payment in the amount of \$71,008.96. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Director Litland spoke to the cost of the SWAN migration, which was notably offset by the \$13,000 grant from the State Library.

Building and Grounds Committee

Trustee Platt updated the Board on status of current and future projects and stated that only the final inspection remains to be done on the HVAC project. Director Litland stated that smoke detectors were being installed within the new ductwork.

Continuing problems with water leaking in form the roof was discussed in terms of the long-range plan to remodel or relocate the Library. Norn Elleonardo was consulted regarding the possibility of dong a "5-to-10-year fix" on the problem Building & Grounds Committee recommends approval of a quote given to Norm Elleonardo to perform the 'fix' for a cost of \$2,000.00 or less. Board consensus was to go ahead with this plan. .

Motion by Trustee Platt, seconded by Trustee Kissane, to approve storytime room windows caulking project at a cost not to exceed \$2,000. 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

Trustee Garvey presented an overview of the Standards of Public Conduct Policy and a proposed revision regarding cell phone use in the library.

Motion by Trustee Platt, seconded by Trustee Kissane, to approve the Standards of Public Conduct Policy with revision regarding cell phone use in the Library. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

The Board discussed the proposed revision to the Unattended Child Policy defining 'child' as anyone under 8 years of age and 'caregiver' as anyone 13 years of age or older. Further proposed revisions define Library staff responsibility for unattended children and procedure staff is to follow regarding unattended children.

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

Director Litland announced that the Winter newsletter would contain an article regarding the rated materials policy that is to go into effect January 1, 2007.

Advocacy/Legislative

Trustee Schwitzner updated the Board regarding DOPA stating it was stalled in Congress and not likely to move forward. ILA has developed an informational piece for legislators and the public. Trustee Schwitzner also reported that Dennis Hastert may step down before the end of his term and that Tom Cross may assume his seat. A Florida court found that IM's could be included in the definition of e-mails that are harmful to minors. National Library Legislative Day is set for May 1 and 2, 2007 in Washington, DC. Illinois Library Day date is not yet scheduled due to State legislative calendar not set for 2007. The Advocacy Training Session scheduled for December 15, has been cancelled.

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

Motion by Trustee Garvey, seconded by Trustee Platt, to adjourn the Regular Library Board of Trustees meeting of November 29, 2006 at 8:22 P.M. to an Executive Session. 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 Kissane, seconded by Trustee Platt, to reconvene the Regular Library Board Meeting of November 29, 2006 at 8:29 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.

Discussion/action resulting from above closed session

Motion by Trustee Platt, seconded by Trustee Kissane, to accept the Library's Attorney's edits to letters to neighboring properties and that letters be sent out immediately under signature of Building and Grounds Committee members. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

Discussion: Mid-year review of working budget

Director Litland reviewed the Fiscal Year half-way mark report with the Board, which indicated expenditures to date compared to the budget and also to the 2005-2006 half-way mark figures. Director Litland explained expenses charged to Public Relations and Supplies.

Discussion: Mid-year review of long-range plan

Director Litland reviewed the progress made toward respective goals and informed the Board that the goal of conducting an annual focus group is being accomplished by an Adult Services staff member participating in Senior Citizens meetings and events at Brookfield Village hall.

The objective of improving library space has been started by agreeing to contract with Dr. Schlipf. Staff Development is ongoing but Partnerships are not currently in place. The goal of joint programming with the Village of Brookfield will commence with a program scheduled for December 5, 2006. The Board discussed how to institute other kinds of focus groups.

Discussion/action: Approval to purchase pc management system

Director Litland informed the Board of a system which would automate patron computer-use sign up.

Motion by Trustee Kissane, seconded by Trustee Garvey, to purchase the PC Management system at a cost not to exceed \$10,000. Upon roll call, the motion carried as follows: Ayes: President Blasage, Trustees Duner, Garvey, Kissane, Platt and Schwitzner. Nays: None. Absent: Trustee Sweet.

ADJOURNMENT

Motion by Trustee Kissane, seconded by Trustee Garvey, to adjourn the Regular Library Board of Trustees meeting of November 29, 2006 at 9:12 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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