

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 27, 2012

Call to Order: Vice President Hippensteel called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:30 p.m.

Trustees Present: Dan Hippensteel, Matt Matkowski, Mark McCleary, Steve Seddon, Bob Wagner [arrived at 7:45 p.m.].

Trustees Absent: Pat Hubbard, Stan Kosek.

Also Present: Sandra Hill, Library Director; Martha Bledsoe, Recording Secretary

Introduction of Visitors: There were no visitors.

Public Participation: None.

Approval of the Minutes of the April 21, 2012 Coffee With the Library Board Meeting: McCleary moved the minutes be approved. Seddon seconded the motion. Motion carried on voice vote.

Approval of the Minutes of the May 23, 2012 Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. Motion carried on voice vote.

Approval of the Minutes of the May 26, 2012 Policy Committee Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. Motion carried on voice vote.

Report of the Board President: Hippensteel reported he spoke with Hill and determined there was no need for an Executive Session this evening.

Committee Reports:

- Policy Committee: The Policy Committee will meet July 12.
- Building Committee: The Building Committee met on May 31 and has items on this evening's agenda.

Report of LINC Representative: Matkowski reported the LINC Governing Board gave Hubbard a parting gift for her 20 years of service as a representative on the LINC Governing Board. Hill reported the administrators will be reviewing the LINC by-laws regarding the consortium manager's evaluation.

RAILS News: Hill reported Jane Plass is the new interim director and RAILS has launched a re-designed Web-site.

Report of the Friends of the Library Liaison: Seddon reported the next meeting will be at the pool party on July 15. The Friends have approximately \$2300 in the bank. Don Spink stepped down as Treasurer and Avice Rodda took his place. Rodda then also stepped down and has been replaced by Ann Marie Testa. Murder Mystery auditions will be held in August.

[Wagner arrived at this at this point of the meeting]

- Finance Committee: Wagner reported he spoke with Hill by phone to discuss LINC using the Library as a test account for PayPal.

Report of the Treasurer: Wagner reported he wanted to review some of the invoices with Hill.

Approval of the June Bill Listing FY 2011-2012, in the amount of \$4,632.74: Wagner moved to approve the bill listing in the amount of \$4,632.74. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek

ABSTAIN: None

After some discussion the MOTION CARRIED

Approval of the June Bill Listing FY 2012-2013, in the amount of \$57,883.19: McCleary moved to approve the bill listing in the amended amount of \$57,883.19. Seddon seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: Hubbard
Kosek

ABSTAIN: None

After some discussion the MOTION CARRIED

Report of Gifts and Program Sponsorships: Hill reported the Penny Severns Grant has been discontinued by the State.

Correspondence:

KTJ Newsletter: The Policy Committee will review the policy exempting trustees from overdue fines.

Letters to Departing Staff Members & Thank You Letters: The Board signed a letter for Roberta Giblin.

Library Director's Report/Long Range Plan Report:

Building(s):

- Hill reported shelving for Youth Services was delivered on June 6 and we are waiting for the laminate tops (scheduled for first two weeks of July). She also reported the "caterpillar"

has been ordered and the casters on the new YS chairs will be replaced with glides, which will be sent free of charge.

- Hill indicated Walter Allen, a structural engineer, examined the statue and indicated some repair is needed. She stated she touched base with Eric Penney, that he was not able to find a welder who works with Cor-ten steel and thought we should look for an artist.
- Hill reported the street signs we ordered have been installed by public works staff.
- Hill reported the Building Committee met on May 31 and topics of discussion included the parking lot, landscape weeding, the hot water pipes which appear to have sediment blocking the water leading to the utility sinks, roof repairs, and the need for smaller tables for the west area of the first floor. She stated landscapers fall under the prevailing wage ordinance.
- Hill indicated mulch was picked up and crushed limestone was also picked up.
- Hill reported the elevator is not in compliance with the new code because we do not have wiring diagrams. We cannot get wiring diagrams because the company has been out-of-business for ten years. By 2015, we will need a ladder in the pit and a door restrictor. McCleary inquired as to the cost of a new elevator.
- Hill stated roof repairs were needed. She stated the canopy was leaking around the flashing.
- In regards to the problem of the hot water pipes, Hill reported the plumber wants to send pressurized air through the pipes to see if the sediment can be removed.
- Hill indicated the parking lot needs to have the piping scoped.
- Hill reported two additional outlets were added near the east windows on the first floor. In addition, maintenance staff is working on renovating the staff room by adding new cabinets.

Budget:

- Hill stated we received the Penny Severns grant (\$4900).
- Hill indicated she discussed exploring grant opportunities with the Friends of the Library at their June board meeting. She also met with Meredith Meder and Lynn Hippensteel who inquired about serving wine or alcohol at some of the Friends' events.
- Hill mentioned the administrators would be meeting this week to discuss the LINC by-laws.

Staff:

- Hill reported eight candidates were interviewed for the new Marketing Communications Specialist position and Maureen O'Brochta was chosen for it. Hill stated O'Brochta had been creating our newsletter and had done a wonderful job on Tee Time @ the Library.
- Hill indicated the Library had several staff members participate in the Bike to Work Week.
- Hill stated Department Heads have been asked to review the goals and objectives of the Long Range Plan so we can focus on objectives not yet achieved.

Services:

- Hill stated Youth Services has over 700 children signed up for the summer reading club.
- Hill reported the Kiwanis members got together for their "One Day" project and painted the shelter located at West Terrace Park on Saturday, June 16.
- Hill indicated the Adult Services programs are doing well.
- Hill stated LINC was featured in the SirsiDynix weekly newsletter.
- Hill reported she met with Carol Dawe and it was determined we cannot use WebClient as a self-checkout at this time. Carol also demonstrated how Director's Station could be used in collection development.

Open Meetings Act Training:

Prevailing Wage Resolution: McCleary moved to approve the Prevailing Wage Resolution. Wagner seconded the motion. Motion carried on voice vote.

Department Reports: Hill presented the monthly Department Reports.

Executive Session: None

Planning of Future Meetings: Hill stated a CD-ROM with library policies will be provided for each board member. These CD-ROMs will be updated at every annual meeting. The next regular meeting is scheduled for Wednesday, July 25 at 7:30 p.m. The next Policy Committee meeting is scheduled for Thursday, July 12.

Around the Table: McCleary stated he would be absent from the next board meeting; he would be attending a class in Appalachia. Hill indicated she would be taking a week off. She is having family visiting from out-of-town. Seddon reported he went to a book signing by Christopher Hayes, the author of “Twilight of the Elites” at the Harold Washington Library. Wagner thanked Hill for hosting the bike program on June 12. Hippensteel stated his daughter was volunteering at the Library’s summer reading club and has found it well run and is enjoying her time here.

Adjournment: McCleary moved the meeting to be adjourned. Seddon seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:42 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary