

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 26, 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, Stan Kosek, Matt Matkowski, Bob Wagner.

Trustees Absent: Pat Hubbard, Mark McCleary, Steve Seddon.

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 August 22, 2012 Regular Meeting: Wagner moved the minutes be approved. Kosek seconded the motion. Motion carried on voice vote.

Approval of the Minutes of the August 22, 2012 Executive Session Meeting: Kosek moved the minutes be approved. Matkowski seconded the motion. Motion carried on voice vote.

Report of the Board President: Hippensteel stated he came in and spoke with Hill and completed the training for the Open Meetings Act.

Committee Reports:

- Policy Committee: Hill stated a meeting date for the Policy Committee has been set for the end of October. She also indicated no other committees met during the month.

Report of the Treasurer: Wagner reported he reviewed the bill listing and all was in order. He stated Village of Villa Park Finance Director Shannon Lump sent the fund balance report, but it was not complete. He spoke with her about reviewing the finance reports and she stated they were still going over the kinks in the new software.

Approval of the September Bill Listing FY 2012-2013, in the amount of \$65,699.29: Wagner moved to approve the bill listing in the amount of \$65,699.29. Kosek seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Hippensteel Kosek Matkowski Wagner</b>	<b>NAYS:</b>	<b>None</b>
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<b>ABSENT:</b>	<b>Hubbard McCleary Seddon</b>	<b>ABSTAIN:</b>	<b>None</b>
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## MOTION CARRIED

Report of LINC Representative: Matkowski reported at last month's meeting they went over the audit report from the auditor. They were told there is a surplus. Matkowski also stated the consortium manager's evaluation was discussed and a subcommittee was formed to review the evaluation tool. Subcommittee members include Matkowski and Hill.

RAILS News: Hill stated twenty-five van delivery bins were delivered. Storage of the bins was discussed.

Report of the Friends of the Library Liaison: Hill stated the Friends met on the second Wednesday of the month. She indicated it was a brief meeting and the checkbook and signature were not yet turned over to the new treasurer, Ann Marie Testa.

Report of Gifts and Program Sponsorships: None.

Correspondence: There was discussion on the one item of correspondence regarding RAILS van delivery bins.

Letters to Departing Staff Members & Thank You Letters: The Board signed a letter for YS Page Mark Jacks.

Library Director's Report:

*Staff Recognition Dinner:* Hill stated she and Hubbard visited LaTosca and spoke with the owner about the Staff Recognition Dinner.

*Building(s):*

- Hill stated repairs on the statue will begin on Wednesday. In regards to a question from Wagner, Hill replied the welder will patch the holes and it will have to be checked periodically. The statue may have to come down some day.
- Hill reported there is an animal burrowing completely under the house on the 219 property. She also stated much work was required to get the mulch down. Hill indicated quotes were being obtained for painting the exterior. She also mentioned she believes a tenant has been found for the house.
- Hill stated we passed an elevator inspection and the inspector notified us that we should call Otis to replace a belt. Otis had just been out the week before and did not notice the belt. She also reminded the Board that staff have not located the wiring diagrams.
- Hill mentioned the village will be taking camera footage of our storm drains.
- Hill reported there were two instances where juveniles were running and jumping on the roof at the Annex. She stated she believes they got on the roof by climbing up the storage shed and getting on the roof.
- Hill stated the fire inspector called Michael McMahon to report a bad battery in one of the fire systems. ADT was called and they replaced a battery in the wireless receiver at the Annex.

*Staff:*

- Hill reported the recently hired page in Adult Services has resigned.
- Hill stated we have a new part-time Reference Librarian, Lesley Cyrier.

- Hill mentioned there is a part-time Maintenance/Custodial opening.
- Hill indicated the Staff In-service Day is scheduled for Friday, September 28.
- Hill reported she will be attending the ILA Conference.
- Hill stated we will be purchasing two iPads for staff use. There will be one for Adult Services and one for Youth Services.
- Hill mentioned Sean Birmingham will be exploring offering an iPad/apps class.
- Hill indicated Circulation Assistant Michelle Hoffmann is interested in teaching a genealogy research class.
- Hill mentioned the part-time salary budget line is in good shape.
- Hill stated she is discussing the concept of job shadowing with Department Heads.

*Services:*

- Hill reported the village is considering subscribing to a grants database entitled ECivis.
- Hill stated the village upgraded their accounting software.
- Hill mentioned the Friends garnered \$300 with their “Dine & Donate” fundraiser.
- Hill indicated two new Kindle Fire HDs were purchased for patron use.
- Hill reported the Department Heads had a discussion about the need to be more pro-active regarding new technologies. Hill stated she asked Birmingham to evaluate the Adult Services collection with regards to usage vs. budget for each area of the collection. She indicated we may see some changes in the collection.
- Hill mentioned the Technical Services Task Force had a demonstration on SkyRiver which is a cataloging utility and a competitor of OCLC.

Unfinished Business:

Staff Recognition Dinner: Hill stated the Staff Recognition Dinner will be held on October 18. Wagner and Hippensteel indicated they would attend.

New Business:

Per Capita Grant Application 2013: Wagner moved to approve the Per Capita Grant Application. Matkowski seconded the motion.

- Hill indicated the Per Capita Grant Application needs to be submitted by October 15.
- Hill stated the equalized assessment has gone down every year. She continued, stating the County Clerk Page of the Per Capita Grant used to be formatted to show the assessed value of all property plus the railroad property. The railroad property is no longer stated. She also mentioned we have not yet received last year’s Per Capita Grant dollars (ca. \$23,000) from the state.
- Hill remarked the DUNS (Data Universal Numbering System) number is a new field in the application.

Motion carried on voice vote.

Job Description: Kosek moved to approve the job description for Custodial Assistant. Matkowski seconded the motion.

- Hill stated we need someone to focus on cleaning for 18 hours per week. Wagner inquired about a cleaning service and Hill replied previous uses of cleaning services were disappointing. Kosek asked about the pay rate and where the funds were coming from.

Hill stated the funds would come from the recently vacated Maintenance Assistant I position and the Library will save approximately \$5000.

Motion carried on voice vote.

Executive Session: There was none.

Planning of Future Meetings: Hill stated the next regular meeting of the Board would be on October 24 and the Policy Committee would be meeting on October 27.

Around the Table: Hill had nothing further to report. Matkowski stated his mother was doing well. Wagner inquired if Hill had heard from the Village Clerk about trustee petitions. It was noted Hubbard, Matkowski, Seddon, and Hippensteel were up for re-election and forms may be printed from the State website. Wagner also asked how voter's registration was going. Kosek reported MacBeth opens October 19 for three weekends. Hippensteel had nothing to report. Bledsoe reported the Circulation Department had begun to mail hold pick-up notices that day; the hold period had been extended to accommodate the extra time for mailing; and she believed this process would be much more efficient.

Adjournment: Wagner moved the meeting to be adjourned. Kosek seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:24 p.m.

Respectfully submitted,

Martha Bledsoe  
Recording Secretary