

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 22, 2013

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:31 p.m.

Trustees Present: Michelle Geyer-Ross, Dan Hippensteel, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary, Bob Wagner.

Trustees Absent: None.

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

Introduction of Visitors: Brian LeFevre, Sikich LLP; Maureen O'Brochta, Marketing Communications Specialist

Public Participation: Hill introduced Brian LeFevre from Sikich LLP. LeFevre stated the Library may benefit from additional accounting reports and Sikich would work with the Board and Staff to provide a suggested process and timeline for transitioning the accounting from the village to in-house.

Draft of Marketing Plan: Maureen O'Brochta, Marketing Communications Specialist, introduced herself, described her background, and presented the *Marketing Communications Plan 2013-2015* draft. O'Brochta focused on the Marketing Goals/Objective, Strategies, and Marketing Communications Methods Currently Employed and Marketing Plans in Progress (pgs. 12-14). Hubbard inquired about the staff marketing committee and the targeted groups. Hill will bring the final draft to the Board next month for approval and annually for updates. Kosek and Hubbard complimented O'Brochta on her work.

Approval of the Minutes of the April 24, 2013 Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. Motion carried on voice vote.

Approval of the Minutes of the May 16, 2013 Finance Committee Meeting: Kosek moved the minutes be approved. McCleary seconded the motion. Kosek requested a minor correction. The minutes were approved with correction on voice vote.

Approval of the Minutes of the April 20, 2013 Special Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. Motion carried on voice vote.

Report of the Board President: Hubbard reported she received e-mail communications from Hill. These e-mails discussed the roof leak, interviews with Mike Christ, ESC, and two agendas.

Committee Reports:

- Policy Committee: None.
- Finance Committee: Wagner reported Kelly Zabinski from Zabinski Consulting Services, Inc. had made a presentation to the committee.

- **Building Committee:** Hill indicated she attempted to contact Mr. Scavone. She will get dates to see the space vacated by Villa Medical Arts. Hill mentioned the annex roof still leaks at the south windows.

Report of the Treasurer: Wagner stated he had reviewed the bill listings and had a question for Hill regarding a discrepancy. The bill listings were reconciled

Approval of the Bill Listing dated May 22, 2013 for FY 2012-13 in the amount of \$68,157.83:
Wagner moved to approve the bill listing in the amount of \$68,157.83. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Approval of the Bill Listing dated May 22, 2013 for FY 2013-14 in the amount of \$50,556.34:
Wagner moved to approve the bill listing in the amount of \$50,556.34. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Wagner

NAYS: None

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Automation Report FY 2012-13: Hubbard inquired about the invoice for \$9,240.00. Hill indicated this was a purchase of computers.

DuPage Community Foundation: Hill reported the Foundation was doing very well with over \$20,000.00.

Report of LINC Representative: Matkowski reported next month's meeting will be at Itasca Community Library.

RAILS News: Hill reported libraries within RAILS can obtain RAILS cards for RBP patrons with barcodes that are incompatible with their system.

Report of the Friends of the Library Liaison: Hill reported the Friends will adopt a fire hydrant again and maybe a second one. Hill stated the Friends will be a presence at the Kiwanis concerts. Hill indicated the Friends are setting up a date for the pool party. Hill also mentioned the Friends are having trouble getting the records from the previous treasurer and membership information from the previous membership chairperson.

Report of Gifts and Programs Sponsorships: The Board viewed the report.

Correspondence: The Board discussed the patron message from Facebook. Hill mentioned an additional visit by the patron and positive resolution.

Letters to Departing Staff Members & Thank You Letters: None.

Library Director's Report:

Building(s):

- Hill mentioned the roof leak and stated Dura Ply was out checking for holes and doing repairs. She indicated we may need an engineer to determine the best way to proceed with roof replacement and penthouse expansion.
- Hill reported the drain for the boiler has been replaced.
- Hill indicated a glass insert was installed on the tenant's door.
- Hill stated we have a new representative for Konica Minolta. Hill is very pleased with their service and equipment, but indicated difficulty getting the vendor to pick up the old copier and starting the new billing process.
- Hill updated the Board on the elevator project. She stated the first phase of the plan has been sent to the Library's attorney for his review. She also mentioned the project is now scheduled for November-December. Hill is checking with the Village regarding the annual stress test.

Collections:

- Hill stated Department Heads are reviewing Policies 710 and 731 focusing on making the Library more user-friendly. She will seek to bring these policies to the Board in June. Hill reported Department Heads are also reviewing the collection development plan and considering separating the DVD collection into genres.
- Hill reported the Readers Advisory staff will be weeding the DVD collection.

Staff:

- Hill mentioned Sundus Shaikh was promoted and there is now a page opening in the YS Department. She stated interviews will be next week.

Services:

- Hill indicated the Board may need to start talking about field trips to other libraries.
- Hill reported the LINC administrators have asked the Governing Board to participate in the review of the LINC by-laws. She stated other automation consortia do not have Governing Boards.
- Hill mentioned interviews will have started with the ESC team for the Long Range Plan.
- Hill stated Susan McKean, Head of Youth Services, has generated a letter of support for School District 45's grant for the *Let's Read* program for English language learners.
- Hill reported the Villa Park Chamber of Commerce is partnering with Daily Herald Media for a community guide and membership directory. She indicated the Library will place an 1/8th page advertisement which would run \$290.

- Hill stated the annual report will be submitted next month. She also mentioned the Board calendar needs to be modified to reflect the 60 day timeframe.
- Hill reported Carol Dawe, LINC Manager, will be demonstrating Enterprise, which is the replacement for the Aquabrowser catalog interface.
- Hill stated she wrote an article for the *Argus* on the Summer Reading Club.
- Hill indicated kudos were due to Jan Wernette, Assistant Head of Adult Services, for creating a list of websites that support the Oklahoma tornado victims.
- Hill stated staff would be re-evaluating Zinio due to the cost being higher than other libraries. Staff will also be evaluating Baker & Taylor's Axis 360. This product offers many more YS titles due to offering Scholastic titles.
- Hill reported Meg Rose is updating the Intranet, building files, and getting the Library's contracts in order.
- Hill indicated Youth Services had their fifth "Born to Read" recipient today.

Unfinished Business:

Strategic Plan Update: Hill reiterated that the interviews were being conducted by ECS.

New Business:

Non Resident Library Card Participation: Wagner moved to approve the fee card option for non-residents. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:	Geyer-Ross Hippensteel Hubbard Kosek Matkowski McCleary Wagner	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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After some discussion the MOTION CARRIED

Discussion of Accounting Services: The Board discussed the presentations of Brian LeFevre of Sikich earlier in the meeting and Kelly Zabinski of Zabinski Consulting Services to the Finance Committee, the difference in the software recommended (Peachtree vs. Quickbooks). The Board approved Hubbard signing a letter of acceptance, if it included a cancellation clause.

Planning of Future Meetings: Hill indicated she would touch base with Mike Christ regarding the ESC retreat for the middle of June. Hubbard stated the next regular meeting would be June 26. Hill mentioned there may need to be a Finance Committee meeting before then.

Around the Table: Hill wished everyone a happy Memorial Day. She also mentioned she is considering joining the Environmental Concerns Commission. Wagner stated he was sworn in as Village Trustee and the next Village meeting will be June 10. He also mentioned Tesla would be opening a service center in Villa Park. Matkowski reported his daughter turned three years old. Geyer-Ross stated she was happy to be on the Board and that her street was being repaired. Bledsoe reported she was the new chairperson of the LINC Circulation Services Task Force and of the XGV Circulation Managers Group. Bledsoe also stated Hill would be the Administrative liaison to the LINC CSTF. McCleary mentioned he would be taking his grandchildren to *The Book of Mormon*.

Hippensteel stated his oldest child graduated from eighth grade and on May 5 he competed in a half marathon in Minnesota. He also mentioned he and his children will be competing in a triathlon. Kosek welcomed Geyer-Ross to the Board.

Adjournment: McCleary moved the meeting be adjourned. Matkowski seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:20 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary