

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
August 28, 2013**

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

Trustees Present: Michelle Geyer-Ross, Pat Hubbard, Stan Kosek, Mark McCleary.

Trustees Absent: Dan Hippensteel, Matt Matkowski

Also Present: Sandra Hill, Library Director

Introduction of Visitors: Lydia Hodges.

Public Participation: None.

Approval of the Minutes of the July 24, 2013 Regular Meeting: McCleary moved the minutes be approved. Kosek seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the July 24, 2013 Executive Session Meeting: McCleary moved the minutes be approved. Kosek seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 20, 2013 Finance Committee Meeting: Approval of the minutes were tabled until the next Finance Committee Meeting.

Report of the Board President: Hubbard stated she and Hill attended National Night Out at Lufkin Park on August 6th. Hubbard reported she and Hill discussed a patron whose account was delinquent. She also mentioned she and Hill had discussed the agenda.

Committee Reports: Kosek reported the Building Committee met with architect Nanette Andersson to evaluate the bids the Library received for the elevator modernization project.

Report of the Treasurer: McCleary stated he had reviewed the bill listing and all was in order.

Approval Bill Listing dated August 28, 2013 for FY 2013-14 in the amount of \$73,305.56: McCleary moved to approve the bill listing in the amount of \$73,305.56. Geyer-Ross seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Geyer-Ross Hubbard Kosek McCleary</b>	<b>NAYS:</b>	<b>None</b>
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<b>ABSENT:</b>	<b>Hippensteel Matkowski</b>	<b>ABSTAIN:</b>	<b>None</b>
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**MOTION CARRIED**

Report of LINC Representative: Hill indicated there was a Governing Board meeting on September 4<sup>th</sup> at St. Charles. There was some discussion on the LINC by-laws and whether Matkowski would be attending the meeting. Hill indicated she would check with Matkowski and notify Geyer-Ross if she would need to attend in his stead.

RAILS News: Geyer-Ross reported RAILS had a new phone system. She stated that RAILS continues to work on the e-book grant as well as an overlay product for use with members libraries' catalogs. RAILS is celebrating their two year anniversary.

Report of the Friends of the Library Liaison: Hill stated the Friends met on August 10. The group is in flux with a new membership chair and a new treasurer.

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

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: Letters were signed for Melissa Heischberg and Maureen O'Brochta.

#### Library Director's Report:

##### *Board Information:*

- The Friends pool party was cancelled due to cold weather.
- Reminder that Oktoberfest is scheduled for September 7<sup>th</sup> from 12-6 p.m. Library staff will feature a kids craft and free childrens books. Surveys will be handed out as well. Reminder that October 5<sup>th</sup> is the Board, Friends and Department Head retreat to be held at the Annex. The Staff Recognition Dinner will be October 17.
- We had a Request for Reconsideration for a library item I have written the patron with our response. I have not heard back from the patron.
- I have kept the Board President apprised of a patron situation involving non-return of DVDs and videogames. We have involved the police since the dollar amount of the items involved is over \$300.00.
- I have included in the board packed the workshop summary from the village's department head strategic planning session.

##### *Building(s):*

- Staff continues to work with Konica Minolta on straightening out the new lease invoicing
- The tenant's lease is up for renewal on November 1.
- Waste Management's rates increased 18% this month. The village has offered to include the Library's garbage pickup in their negotiations. The Library Board was receptive to this idea since the village manager was hoping to negotiate free service for public buildings.
- An IRMA (Illinois Risk Management Association) representative and the Village Risk Manager toured the Library building to review safety/risk factors. We have worked on updating MSDS sheets, purchasing a new ladder for the penthouse, taping off 3' in front of all electrical panels, and have asked the fire department to look at the thickness (rating) of our emergency exit doors.
- I have included a copy of the State Library's Capital Needs Assessment Form which needs to be completed in October.

*Staff:*

- We have two positions open. The job descriptions are on tonight's agenda.
- Head of Circulation, Martha Bledsoe has announced she will be retiring at the end of the calendar year.
- Department Heads are working on plans for our Staff In-service Day (September 27<sup>th</sup>)

*Services:*

- Assistant Head of Adult Services, Jan Wernette, will be attending the OPAC task force meeting the week of the 26<sup>th</sup>.
- The Library's newsletter, the Resource, was out from the printer in good time.

**Meetings attended:**

*Solution Squad meeting on 7/26*

*Kiwanis meeting on 7/31*

*Pre-Bid Meeting on 7/31*

*LINC By-Laws meeting on 8/5*

*Village Department meeting on 8/6*

*Library Department Head meeting on 8/6*

*National Night Out on 8/6*

*Kiwanis Meeting on 8/7*

*Village Strategic Planning DH Session on 8/8*

*Village Department meeting on 8/13*

*Library Department Head meeting on 8/13*

*TBS demonstration @ VPPL on 8/13*

*Kiwanis meeting on 8/14*

*Chamber's Swing & Sizzle on 8/14*

*Friends Board meeting on 8/14*

*District 88 New Teacher Breakfast on 8/15*

*Bid Opening (Elevator Project) on 8/15*

*Solution Squad Meeting on 8/16*

*Kiwanis committee meeting on 8/19*

*Library Department Head meeting on 8/20 (web call with Lynda.com)*

*Kiwanis meeting on 8/21*

*District 45 New Teacher Breakfast on 8/22*

*Village Strategic Planning Retreat on 8/24*

**Unfinished Business:**

*Strategic Plan Update:*

- Hill reported there were 80 surveys completed. More surveys will be handed out this Saturday at Octoberfest.

*Elevator Modernization Project:*

- The Library Board reviewed the bids submitted for the elevator modernization project. The Building Committee had met with architect, Nanette Andersson. Ms. Andersson provided the Board with a summary of the bids and a review of references. The two lowest base bids were within \$2,203.22 of each other. However, the second lowest bidder's lead time was 98 days as compared to 130 days on the lowest bidder. The lowest bidder had not included a bid for second shift work, and had included a specification clarification for in addition to their bid. The architect and the Building Committee recommended proceeding with Colley Elevator as the lowest responsible bidder. It was the consensus of the Board to proceed with Colley Elevator and to include the refurbishment alternate of the elevator cab in the agreement. Hill indicated she would contact the architect and the library attorney. She asked the Board to consider a Special Meeting to approve the contract.

*Staff/Volunteer Recognition Event:* Hill reminded the Board the Staff/Volunteer Recognition Event would be held at La Tosca on October 17.

New Business:

*Resolution honoring Robert J. Wagner for his service as Trustee to the Villa Park Public Library Board of Trustees.* McCleary moved to approve the resolution. Kosek seconded the motion. The motion carried on voice vote.

*Job Description: Web Site Developer.* Kosek moved to approve the revised job description. Geyer-Ross seconded the motion. The motion carried on voice vote.

*Job Description: Graphic Designer .* McCleary moved to approve the new job description. Kosek seconded the motion. The motion carried on voice vote.

*Emergency Response Plan 2013.* McCleary moved to approve the revisions to the emergency response plan. Geyer-Ross seconded the motion. The motion carried on voice vote.

Planning of Future Meetings: Hill indicated she would sent out a meeting invite for the September special meeting.

Around the Table: Geyer-Ross indicated her Puerto Rico trip was lovely. She indicated she had one son leaving for London and another would be starting College of DuPage. McCleary indicated that he would be attending a workshop in Indiana from September 13-22. Kosek indicate he would be auditioning for the Friends murder mystery and had been cast in Slaughterhouse Five. Hubbard stated she and other family members would be travelling to Rome in September.

Adjournment: McCleary moved the meeting 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 9:15 p.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary