

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES**

December 23, 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, Lydia Hodges, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary.

Trustees Absent: Dan Hippensteel.

Also Present: Sandra Hill, Library Director; Deborah Pfeiffer, Recording Secretary.

Introduction of Visitors: John Bradford, Susan McKean. [Matkowski arrived at 7:32 p.m.].

Public Participation: None.

Approval of the Minutes of the November 25, 2013, Regular Meeting: McCleary moved the minutes be approved as revised. Kosek seconded the motion. The motion carried on voice vote.

Unfinished Business (Strategic Plan Updates): Consensus was to change the agenda order, moving the Strategic Plan Update prior to the Report of the Board President so visitors could report and leave earlier.

Strategic Plan Update: Staff & Leadership Workgroup; Marketing, Outreach, Programming, & Services Workgroup, Funding Workgroup, Facilities Workgroup

- Bradford reviewed the Staff & Leadership Workgroup objectives. McKean reviewed the objectives of the Marketing, Outreach, Programming, & Services Workgroup, which going forward is to be referred to as the Programming, Outreach, Marketing, & Services (or POMS) Workgroup. There was some discussion of both sets of objectives.
- Administrative staff will add a “responsibility” column to the Overall Schedule spreadsheet for the Strategic Plan, which includes all dates and deadlines for the whole strategic plan in chronological order.
- Hill stated that she and Hubbard would review the updated Overall Schedule spreadsheet to check for conflicting dates and/or responsibilities in January and then would forward to Executive Service Corp. (ESC).

Report of the Board President: Hubbard reported that she and Hill met several times to review the POMS and Staff & Leadership Workgroups’ objectives and action steps and met with ESC. Hill also reported that ESC is willing to re-review the finalized Strategic Plan, after its adoption in January, at no extra charge.

Committee Reports: At the Policy Committee meeting on December 7, Hill reported it was determined that the investment policy would be reviewed by the Village attorney.

At the Finance Committee on December 11, McCleary reported that the budget was reviewed and a few changes and modifications were made. He also reported that BMO Harris Bank representatives attended to explain what changes needed to be made to transition to online banking. Hill added that the bank representatives reviewed what fees would be associated with different bank account options with that switchover.

Report of the Treasurer: McCleary stated he had reviewed the bill listing and all was in order. Hill noted that Library revenue was on track for this fiscal year.

Approval of the December Bill Listing FY 2013-2014, in the amount of \$43,930.32:

McCleary moved to approve the bill listing in the adjusted amount of \$43,930.32. Kosek seconded the motion.

ROLL CALL VOTE:

AYES:	Geyer-Ross	NAYS:	None
	Hodges		
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		

ABSENT:	Hippensteel	ABSTAIN:	None
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MOTION CARRIED

LINC Report: Nothing to report.

RAILS News: Geyer-Ross reported the RAILS holiday closings for Christmas and New Year’s and that the board meeting was held December 19. She reported that the eRead Illinois and Baker & Taylor Axis 360 platforms were up and running. Geyer-Ross also noted that in the online forum the RAILS community is asking for programming ideas.

Report of the Friends of the Library Liaison: Hill reported that the Friends’ Holiday Party was held at her house on December 11 and went well. Michelle Geyer-Ross stated that the Gold Party Fundraiser scheduled for March 15 was canceled, a Wildtree Fundraiser (dessert) is scheduled for February 6, the general meeting with Giant Scrabble Night is set for January 8, and February may feature a Carson’s Day. Geyer-Ross reported that other upcoming programming for the year was reviewed.

Report of Gifts and Programs Sponsorships: The \$150.00 donation in memory of Fiona Cowsert from Timothy Cowsert and Theresa Peverly was highlighted.

Correspondence:

Hubbard noted that the Deb Conroy letter explains why she voted the way she did on the pension reform bill that passed in the Illinois General Assembly.

“How Are We Doing?” had a complaint about parking.

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

Library Director's Report:

The Board reviewed the Library Director's written report dated December 23, 2013.

- Hill stated the elevator project is moving along and jackhammering of the concrete around the cylinder would commence on Thursday, December 27.
- Hill pointed out the PowerPoint handout on eRead Illinois Axis 360 training and reported the Library now has access to the eRead Illinois collection and is in test mode to troubleshoot problems with PCs, tablets and eReaders accessing the system.
- Under Building notes, Hill reported that the Library has now switched to free disposal service from Roy Strom and that Admin staff is checking with a local firm, Acitelli, for HVAC maintenance. Cleaning air ducts and replacing water pipes should be added as priorities to any future building plan.
- Hill reported that the RAILS Consortia Committee Meeting, which is supposed to run quarterly, has already met once and will meet again in January at the Burr Ridge RAILS location. She also reported that the consortium is examining a catalog overlay product. A consultant reviewed 4 products for the committee. Hill also reported that representatives from the Illinois State Library System attended and noted they're proposing revisions to the Interlibrary Loan Code.
- Kosek can't be a judge for the Islamic Foundation's Spelling Bee February 12, but Matkowski can.
- Hill reported that Martha Bledsoe's last day would be January 6 and that staff would hold a potluck luncheon.
- Hill also noted additional sponsorships and donations came in for Tee Time and that the 100th anniversary cookbook is going forward.

Unfinished Business (continued):

Elevator Modernization Project Update: The update was discussed under the Library Director's Report (above).

New Business:

Resolution to Approve Amendment to the Annual Budget for the Villa Park Public Library for the Fiscal Year Commencing on May 1, 2013, and Ending on April 30, 2014, for Payment of the Elevator Modernization Project from the Library Fund Balance (Total Project Cost: \$102,609.00): McCleary moved to approve the amendment for the elevator modernization project. Matkowski seconded the motion.

Hill stated that she had checked with Shannon Lump, Village Financial Director, who indicated the board should pass a budget amendment for the project (original contract minus change orders plus extra motor unit). Hill noted there may still be a need for a change order when they start the cylinder work.

ROLL CALL VOTE:

AYES: **Geyer-Ross** **NAYS:** **None**
 Hodges
 Hubbard
 Kosek
 Matkowski
 McCleary

ABSENT: **Hippensteel** **ABSTAIN:** **None**

MOTION CARRIED

Library Board Meeting Schedule: McCleary moved the meeting dates be approved, with a consensus that the start time be changed to 7 p.m. from 7:30 p.m. Geyer-Ross seconded the motion. The motion carried on voice vote.

The Board discussed whether to select specific quarterly Committee of the Whole meeting dates at this time. Board consensus was to Doodle a month before the two suggested dates proposed for each meeting to give board members flexibility in choosing each date.

Discussion of Library Service to the City of Oakbrook Terrace (Letter and Rider to City of Oakbrook Terrace included): It was the consensus of the Board to send the letter and rider to the City.

Discussion of LINC FY 2014-2015 Budget: Hill said Carol Dawe will be attending the Library's January Board meeting and that the Board will then vote whether to approve the budget. Hill indicated she would bring the LINC balance sheets so the Board can see how much the reserve fund has built up.

Approval of Policy 103.5 General Policies: Community Involvement: McCleary moved the policy be approved, with consensus that the word "policy" be removed from the title. Kosek seconded the motion. The motion carried on voice vote.

Approval to Remove Policy 360 Administration: Public Library Relationships: McCleary moved to remove Policy 360. Kosek seconded the motion. The motion carried on voice vote.

Department Reports: Hill noted that there will be a Youth Services report in next month's packet.

Planning of Future Meetings: Committee of the Whole meeting on January 18, 9-11 a.m., and regular board meeting on January 22, with new 7 p.m. start time.

Around the Table: All wished each other Happy Holidays. Geyer-Ross mentioned that Yorkville Public Library has a new facility; it presents a nice welcome packet when a patron gets a library card; the library is not opened Sundays; and for Internet usage, it charges \$5 per 3 hours or no charge for 15 minutes. Hill noted that the circulation staff fund-raised about \$200 from selling 25 gift book packages they assembled.

Adjournment: McCleary moved the meeting be adjourned. Matkowski seconded the motion. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:38 p.m.

Respectfully submitted,

Deborah Pfeiffer
Recording Secretary