

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

February 26, 2014

Call to Order: Vice President Hippensteel called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 p.m.

Trustees Present: Michelle Geyer-Ross, Dan Hippensteel, Lydia Hodges, Matt Matkowski, Mark McCleary.

Trustees Absent: Pat Hubbard, Stan Kosek.

Others: Sandra Hill, Library Director, and Deborah Pfeiffer, Recording Secretary.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the January 22, 2014, Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Report of the Board President: Hippensteel had nothing to report.

Committee Reports: The Finance Committee met February 7 to review budget documents. Hill stated that there will be a Policy Committee meeting on March 5 at 6 p.m. to discuss investment and special reserve policies. She noted that a Building Committee meeting may also need to be held in March.

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

Approval of the January Bill Listing FY 2013-2014, in the amount of \$66,637.87: McCleary moved to approve the bill listing in the amount of \$66,637.87. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel	NAYS:	None
	Hodges		
	Matkowski		
	McCleary		

ABSENT:	Geyer-Ross	ABSTAIN:	None
	Hubbard		
	Kosek		

MOTION CARRIED

RAILS News: Hill reported that RAILS held a digitization workshop on creating local history files, which Bradford attended.

Report of the Friends of the Library Liaison: Hill reported that she, Geyer-Ross, and the Friends met on Saturday, February 8, to assign Tee Time duties. The Friends decided to do a drawing with tickets versus a silent auction for the donated items.

Report of Gifts and Programs Sponsorships: Hill noted that the Cowser donation was used to purchase a mobile for Youth Services. The family is the one that previously donated funds for the kaleidoscope in the YS area.

[Geyer-Ross arrived 7:35 p.m.]

Correspondence:

Diversity Training: Hill reported that she had gotten a quote for diversity training, which is set forth in the strategic plan. The fee is high, but she said that John Bradford had attended one of the presenter's sessions last October and it was well done.

"How Are We Doing?": The Library, including Circulation and AS, received an "excellent" commendation from a patron.

Per Capita Grant: Hill reported that the state has fully funded the FY 2014 Illinois Public Library Per Capita Grant for the Library in the amount of \$27,380.00. Hubbard and Hill attended the ILA Legislative Lunch on February 14 and thanked legislators there for the funding.

Letters to Departing Staff Members & Thank You Letters: Geyer-Ross signed the letter for Martha Bledsoe, and the Board signed a letter for Agnes Kawa, who resigned to take a full-time position.

Library Director's Report:

The Board reviewed the Library Director's written report dated February 26, 2014.

- Hill reported that she and Carolyn Turner met with Brian LeFevre and Deb Crabtree of Sikich to work out details for the accounting transition, including setting up the Illinois Funds account and working with BMO Harris on a checking account.
- Hill said that she and Hodges attended a TIF (Tax Increment Financing) meeting held by the Village.
- She noted the Library experienced a power outage on February 20 and had to close at approximately 2 p.m.
- She also noted that the Library has contacted an appraiser to give us a quote on an appraisal of the library's assets, which is needed to facilitate liability insurance discussions.
- Hill and Matkowski reported that the Spelling Bee went well and that they served, respectively, as pronouncer and judge.

Strategic Plan Update: Hill reported the following updates (also noted in the Library Director's Report):

- She is working on a shortened version of the Strategic Plan that will be posted to the website.
- She discussed with the Village Manager and Head of Community Development the possibility of extending the 4-hour parking limitation on Central Ave. or providing the library staff with stickers for extended parking.
- Next month she will bring a report the hours and closings of nearby libraries, based on current research being done by AS staff.
- The Library signed up for the PLA virtual conference, held March 13 and 14, for staff to attend.

Unfinished Business:

Elevator Modernization Project Update: Hill said the elevator passed its final inspection. The last component of the project is a new door installation to the elevator control room, which is scheduled for March 3.

Approval for amendments 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: McCleary moved to approve the amendments to the annual budget. Matkowski seconded the motion.

Hill noted that approximately \$20,000 should go into the fund balance. She said a new book drop and shoot had been ordered that will make it easier for Circulation staff to collect the returned books; to accommodate the new shoot, some masonry work will have to be done. She also said that the Library will likely contract with West Side Mechanical to provide preventative maintenance of the HVAC plant.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hodges
Matkowski
McCleary

NAYS: None

ABSENT: Hubbard
Kosek

ABSTAIN: None

MOTION CARRIED

Approval for the adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2014 and ending on April 30, 2015: McCleary moved to adopt the annual budget for FY 2014–15. Hippensteel seconded the motion.

Hill noted that insurance may be a little less. She confirmed that the nonunion employees' share of insurance premiums will be 16 percent, while union employees' contributions will be 15 percent. She talked with Janet Gorman and found that there is nothing in Village policy or procedure that says the Library has to pass on the increase in the nonunion employees' contribution. The Board requested that Hill bring the actual dollar amount difference between the union and nonunion rates to the next meeting.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hodges
Matkowski
McCleary

NAYS: None

ABSENT: Hubbard
Kosek

ABSTAIN: None

MOTION CARRIED

Approval to Renew Library Service to the City of Oakbrook Terrace (Letter and Rider to City of Oakbrook Terrace included): McCleary moved to approve the renewal of service to Oakbrook Terrace. Matkowski seconded the motion.

Hill said she had attended a meeting of the City of Oakbrook Terrace, and that the City Board has been happy with the service provided. She noted that the annual single family residence fee has been increased to \$238.53, plus a service fee of \$4.03 (total of \$242.56), effective May 1, 2014 and the annual apartment fee shall be \$195.65, plus a service fee of \$4.03 (total of \$199.68).

ROLL CALL VOTE:

AYES: **Geyer-Ross** **NAYS:** **None**
Hippensteel
Hodges
Matkowski
McCleary

ABSENT: **Hubbard** **ABSTAIN:** **None**
Kosek

MOTION CARRIEDNew Business:

Approval of the 2014 Wage and Salary Chart: McCleary moved to approve the wage and salary chart. Geyer-Ross seconded the motion. The motion carried on voice vote.

Hill noted the chart had been revised to reflect increase of 1.7% (last year's CPI).

Approval of Revised Job Descriptions: Circulation Assistant I and Circulation Assistant II: McCleary moved to approve the revised job descriptions. Matkowski seconded the motion. The motion carried on voice vote.

Hill said the revised descriptions are part of the goal to shift the department focus to outreach and empower associates to exercise decision making. She added that Kandice Krettler had talked to the current Circulation Assistant IIs about the changes.

Discussion of Capital Asset Study Proposal from Building Technology Consultants: Hill noted that performing this study was identified as a step in the Strategic Plan. She indicated she could check with the Glen Ellyn Public Library to see if they would be willing to share their study. Hill said the Building Committee would be reviewing this proposal.

Executive Session: Personnel Matters: Hill noted the need for an Executive Session. Matkowski moved the Board go into Executive Session. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: **Geyer-Ross** **NAYS:** **None**
Hippensteel
Hodges
Matkowski
McCleary

ABSENT: **Hubbard** **ABSTAIN:** **None**
Kosek

MOTION CARRIED

The Board went into Executive Session at 8:02 p.m.

Matkowski moved the Board come out of Executive Session. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: **Geyer-Ross** **NAYS:** **None**
Hippensteel
Hodges
Matkowski
McCleary

ABSENT: **Hubbard** **ABSTAIN:** **None**
Kosek

MOTION CARRIED

The Board came out of Executive Session at 8:05 p.m.

Department Reports: The Board briefly discussed the department reports. Hill noted that registrations went down in January and that Krettler was working on improving registration procedures.

Planning of Future Meetings:

- Committee of the Whole meeting on March 29.
- Policy Committee meeting on March 5 at 6 p.m.
- Next Board meeting on March 26 at 7 p.m.

Around the Table: Geyer-Ross mentioned how she and Hodges had met several years ago at a Boy Scout event but hadn't realized they would later serve on the Library Board together. Hodges reported more information about what she and Hill heard at the Village TIF meeting. Matkowski noted that his wife is attending ALA in Las Vegas in June. Hill urged the Board to attend Tee Time @ the Library on Sunday, March 2.

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 8:20 p.m.

Respectfully submitted,

Deborah Pfeiffer
Recording Secretary