

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 23, 2014**

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

Trustees Present: Dan Hippensteel, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary.

Trustees Absent: Michelle Geyer-Ross, Lydia Hodges.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the March 26, 2014, Regular Meeting: McCleary moved the minutes be approved. Kosek seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the January 18, 2014 Committee of the Whole Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the March 29, 2014 Committee of the Whole Meeting: Hippensteel moved the minutes be approved. McCleary seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the February 26, 2014 Executive Session Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

[Pfeiffer arrived at 7:10pm.]

Approval of the Minutes of the March 26, 2014 Executive Session Meeting: Kosek moved the minutes be approved. McCleary seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she attended the Executive Service Corps luncheon at the Standard Club, honoring ESC volunteers.

Committee Reports: No reports.

Report of the Treasurer: McCleary stated he had reviewed the vouchers and all were in order.

Approval of the April Bill Listing FY 2013-2014, in the amount of \$124,483.88: McCleary moved to approve the bill listing in the amount of \$124,483.88. Kosek seconded the motion.

ROLL CALL VOTE:**AYES:**

Hippensteel
Hubbard
Kosek
Matkowski
McCleary

NAYS:**ABSENT:**

Geyer-Ross
Hodges

ABSTAIN:**None****MOTION CARRIED**

The Board requested that the financial reports be presented under a heading of Financial Reports, following the roll call vote for approval of the monthly bill listing, in future agendas.

DuPage Community Foundation funds transfer: Hill noted that she will bring a written recommendation to the Board next month to shift future used book funds to the Library, now that the DCF fund is more than \$28,000.

TriTown YMCA: Hill also noted she attended the last TriTown YMCA meeting and that the Y was sending the Library a \$1,000 from their grant to cover the expenses of our grant writer, Donna Askins. Askins is working on a public health grant for Seed to Salad programming.

RAILS News: Hodges will be RAILS liaison going forward. Hill attended the Consortium Committee meeting on April 14 at RAILS in Burr Ridge and reported that the consortium is working on an RFP for the digital overlay project.

Report of the Friends of the Library Liaison: Hill reported that:

- The 8th Annual Poetry Reading at C U Latte, for National Poetry Month, went well and about 23-25 people attended and participated and enjoyed the venue.
- The group created a gmail account for soliciting new members

Report of Gifts and Programs Sponsorships: Hill noted that a \$25.00 donation was made in memory of Pauline Swanberg from Ted and Kathy Balcom.

Correspondence: Hill reported that she and Kandice Krettler attended the April 14 Village board meeting, during which the Village Manager read into the record a proclamation issued by the Village of Villa Park, in honor of National Library Week.

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

Library Director's Report: The Board reviewed the Library Director's written report dated April 23, 2014. Hill highlighted that:

- She is still waiting for the appraisal report for the liability insurance coverage.
- She and Meg Rose finished and submitted the Target grant on April 28.
- She and Carolyn Turner are working with Sikich on the accounting reports.
- She and Kandice Krettler are attending Rotary meetings to help with school outreach. They also met with some of the Village's Parks and Recreation staff to discuss cooperative ventures and programming.
- Hubbard signed the Certificate of Status of Exempt Property, which is due to the county in July.

Strategic Plan Update:

Circulation Statistics and Computer Usage Statistics: Using this information and gate count, Hill noted that the numbers seem to indicate Thursday and Friday nights drop off and a Saturday slow time from 9 to 10 a.m., while Sundays are fairly busy. She also noted that Sean Birmingham is using a new tool to track time spent answering reference questions. She also said that we need to survey the community and that the issue would be brought to the Committee of the Whole on Saturday, June 28.

The Board discussed the areas where circulation had decreased versus increased, and Hill indicated that the Library was not the only one in the area to experience similar trends.

Property Swap: Hill discussed with Nagle Hartray's Don McKay and Eric Penney the ramifications of swapping property with St. Alexander. They indicated that grant awards usually go to shovel-ready projects more than projects that still have property to line up.

Hartray and Penney also noted that temporarily relocating the entrance would be an expensive proposition.

Website; Programming, Outreach, Marketing and Services: Hill said two committees of Library staff have met and are enthusiastic.

Unfinished Business:

Elevator Modernization Project Update: Hill said all tests had been passed and that there is one more final payment, then the maintenance contract will be in place.

Resolution Establishing a Special Reserve Fund: McCleary moved to approve the resolution establishing a special reserve fund. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:

NAYS:

**Hippensteel
Hubbard
Kosek
Matkowski
McCleary**

ABSENT:

**Geyer-Ross
Hodges**

ABSTAIN: None

MOTION CARRIED

Revised (and Corrected) Wage and Salary Chart 2014: Kosek moved to approve the revised and corrected wage and salary chart. McCleary seconded the motion. The motion carried on voice vote.

New Business:

Health Insurance Increase Comparison: The Board considered approving an increase in the percentage paid by full-time library employees for the benefit of health care (effective May 1, 2014—16%). Through the village, the Library health insurance costs are divided between the employer and employee. Currently the employer pays 85% and the employee 15% of health care.

McCleary moved to approve the increase. Kosek seconded the motion.

Hill confirmed that this pertains to May enrollment, with a July start.

ROLL CALL VOTE:**AYES:****NAYS:****Hippensteel
Hubbard
Kosek
Matkowski
McCleary****ABSENT:****Geyer-Ross
Hodges****ABSTAIN:** **None****MOTION DEFEATED**Department Reports:

Circulation: The Board liked the additional charts being provided and have found they are helpful.

Planning of Future Meetings: The next Board meeting will meet May 28; the annual meeting will be held starting at 7 p.m., and the Board meeting will start at 7:15 p.m.

Around the Table: Matkowski visited the Charleston (IL) Carnegie Public Library and said it was luxurious; Pfeiffer said she was impressed by the Poetry Reading; McCleary noted he'd be participating in the Artistry in Wood woodcarvers show at Cantigny Park on Sunday, April 27; and Hippensteel said he'd be attending the DuPage County Symphony next weekend and the Young Artists Showcase in Naperville.

Adjournment: McCleary moved the meeting be adjourned. Hippensteel seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:10 p.m.

Respectfully submitted,

Deborah Pfeiffer