

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 25, 2014**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 p.m.

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

Trustees Absent: None. [Matkowski arrived at 7:01 p.m.; Hodges arrived at 7:03 p.m.]

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

Introduction of Visitors: Alan Devey and Jack Cook from Cook and Kocher Insurance.

Public Participation: None.

Approval of the Minutes of the May 28, 2014, Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she followed up with Father Mark Cote; they are waiting on the diocese to look at the properties. She also met with the Library Director to discuss new written financial procedures. She noted that the Board would likely need to create an ad hoc committee going forward to create or include new procedures.

Hill added that there would be an executive session later in the tonight's meeting. At Hubbard's suggestion, the Board agreed to shift order of the agenda, so that Devey and Cook could make their presentation about liability insurance (part of *New Business*) [7:27 p.m.].

New Business (moved up):

Presentation by Alan Devey and Jack Cook from Cook and Kocher Insurance, Testimonials: The Board reviewed and asked questions concerning the presentation materials and price quotes provided. Board members then asked that Hill find out the Village's current IRMA coverage so this could be compared to the rate quote from Cook and Kocher. Hill alerted the Board that the Village needs to know by the end of July if the Library wants to leave the Village's IRMA coverage. [Presentation ended at 8:07 p.m.; agenda order resumed; additional New Business items discussed in usual order.]

Committee Reports: The Policy Committee met June 7 and their agenda items are on the agenda tonight. The Finance Committee and the Building Committee both met on June 12 and their respective reports are included in the Library Director's Report.

Finance Committee: Hill reported that revenues are currently up but that library fines and fees are down. The committee discussed reducing expected revenues from Oakbrook Terrace Fees and from Fines and Fees, in anticipating increasingly more digital check-outs (which eliminate late returns and damaged/lost items). Hill recommended to the committee that the contingency fund for the buildings and ground be increased in anticipation of increasing costs in that area.

Report of the Treasurer: McCleary stated he had reviewed the check register for June and that all was in order.

Approval of the check register (dated June 24) for June 2014 (FY 2013-2014) in the amount of \$22,927.50: McCleary moved to approve the check register for June 2014 (FY 2013-2014) in the amount of \$22,927.50. Kosek seconded the motion.

ROLL CALL VOTE:

AYES:	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED**Approval of check register (dated June 25) for June 2014 (FY 2014-2015) in the amount of \$73,490.39:**

McCleary moved to approve the check register for June 2014 (FY 2014-2015) in the amount of \$73,490.39. Kosek seconded the motion.

Hill noted this total includes a final payment to Andersson Architecture & Design for elevator modernization project, which came out of this fiscal year's budget instead of last year's as hoped; additional printing of Summer Reading Program flyers; window washing; reupholstery of two chairs; and addition of notaries.

ROLL CALL VOTE:

AYES:	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED**Financial Reports:**

Receipt-Deposit Report: Hill noted this report is higher than usual because it includes the state grant.

Interim Check RFD: Hill noted that this is one of the procedures that would need to be set up, per Hubbard's earlier comments. She indicated the request for disbursement (RFD) form needed a signature from Hubbard, Hippensteel, or McCleary for interim check approval.

Tax Distributions: Hill reported that the bank account for Illinois funds was opened and admin staff was able to successfully transfer funds online to the Harris business checking account to pay monthly bills. Doing so requires Board or Library Director level authority, she added.

RAILS News: Hodges reported that RAILS is holding a July 8 overview of the new FOIA requirements, as well as upcoming seminars on how to better members' websites. She also noted that, in the continuing discussion among members re: criteria for library directors, executive director Dee Brennan suggested providing reasonable requirements (guidelines) and then setting standards for libraries of various sizes.

Report of the Friends of the Library Liaison: Geyer-Ross reported that the Friends did not meet. Hill reported that the Wildtree sampling event held June 5 had an attendance of 11. She also noted that the Friends annual pool party had been set for Sunday, July 13 at Lufkin Pool.

Report of Gifts and Programs Sponsorships: Hill noted that \$100.00 donation was received from Jim and Donna Bonfiglio in memory of Rita Nemecek Miller.

Correspondence: The Board reviewed a letter from Klein, Thorpe & Jenkins re: recent PAC opinion about the “public recital” requirement per the Open Meetings Act.

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

Library Director’s Report:

Narrative: The Board reviewed the Library Director’s written report dated June 25, 2014. Hill highlighted the following items from that report:

- Administrative staff continues to consult with Sikich on the accounting transition, and the new Village finance director wants to meet with all Village departments.
- Sean Birmingham is working on applying for a Best Buy technology grant.
- John Bradford submitted the centennial cookbook to the printer. The next stage will be proofing.
- Westside Mechanical is repairing the air handler and other HVAC issues mentioned at the last Board meeting. They found that the direct digital controls for the system are obsolete.
- Hill and Krettler took part in the Rotary Installation on June 24, despite the storms that evening.

Building Committee: Hill summarized agenda items covered in the most recent Building Committee meeting. Besides the HVAC maintenance agreement to be discussed under New Business (below) and the needed HVAC repairs (outlined above), the committee approved new park bench and garbage can purchases and is exploring logistics of storing bicycles for loan (under the stairwell leading to YS).

Hill reported that the Library’s attorney reviewed the RFQ (request for qualifications) notice for facility analysis/capital needs assessment for the Library. The attorney had no revisions to make, but also noted that an RFQ would not be necessary if the Library wishes to use a firm that was already used in the past. The Board indicated Hill should contact Nagle Hartray to discuss the facility analysis/capital needs assessment.

Strategic Plan:

- *Design Your Library Card Contest:* Hubbard noted that the guidelines Krettler drew up were very thorough. Hill discussed potential judges for the contest and that Krettler and staff are excited about the potential outreach with this contest, thanks to the Friends’ donation of two iPad Minis as prizes for the two winning entries.
- *Cross-Cultural Program:* Hill reported that Catherine Popowits would be providing diversity training for staff on September 26 at the annual in-service day.
- *501(c)3 Status for Library:* The Board agreed that Hill and/or staff should look into whether 501(c)3 status would be valid for the Library.
- *Web Committee:* Hill said the Web team has made progress with website redesign plans and that Mindy Foote, YS librarian, is learning some programming to assist in developing the site.
- *Outreach, Building:* Birmingham, Bradford, and Krettler will report on their visits to other area libraries at the upcoming C.O.W. meeting, sharing how new ideas the visits inspired could be implemented to further the Library’s mission.

Unfinished Business:

Elevator Modernization Project Update: Hill stated that the project is now complete.

New Business (continued):

Maintenance Agreement with Colley Elevator: Kosek moved to approve the Westside Mechanical monthly service contract for the elevator at \$175/month, to begin in February 2015. McCleary seconded the motion.

ROLL CALL VOTE:

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

ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

Policy 102, General Policies: Mission Statement: McCleary moved the updated and revised mission statement be approved. Matkowski seconded the motion. Hill explained the POMS committee felt the mission statement needed updating to be more accessible and current, and Pfeiffer shared some of the discussions, planning, and research the committee put into the process. Hill noted that the proposed mission statement had been reviewed and slightly revised by the Policy Committee. Kosek voiced a preference for the existing statement, which he felt was more specific. Geyer-Ross did not agree with some of the wording. The motion carried on voice vote, 5–2.

The Board then reviewed new tagline options, prepared by the Programming, Outreach, Marketing, Services (POMS) Committee. Pfeiffer explained the committee’s reasoning behind the tagline options. After discussion, the Board opted for “Read, Explore, Enjoy” because it was a good match for the newly approved mission statement. Hill noted that the new tagline would be used on letterhead, newsletter, website, bookmarks, and other promotional materials.

Policy 530.2, Building Use: Study Rooms: Kosek moved to approve revisions to Policy 530.2, allowing extension of a patron’s time in a study room. McCleary seconded the motion. The motion carried on voice vote.

Policy 646 Materials: Use of the Internet Computers; and Policy 646.1 Materials: Access to the Internet via Laptop Computers: Kosek moved to approve staff-recommended changes to Policies 646 and 646.1, integrating the two policies and thereby decreasing some Internet access restrictions for nonresidents, and for cardholders with fines. Hippensteel seconded the motion. The Board discussed various points put together by the Library Director and the Policy Committee, outlining the reasons for lessening the restrictions. The motion, as revised, carried on a voice vote.

Prevailing Wage Resolution: McCleary moved to approve the joint prevailing wage resolution. Matkowski seconded the motion. The motion carried on voice vote.

Annual Reports to State Library and to the Village: McCleary moved that the Library’s Illinois Public Library Annual Report (IPLAR) and the annual report to the Village of Villa Park be approved. Matkowski seconded the motion. The motion carried on a voice vote.

Discussion of Staff Recognition Event: The Board discussed different location options. Hill will bring information to the July board meeting.

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

ROLL CALL VOTE:

AYES:	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

The Board went into Executive Session at 9:20 p.m.
McCleary moved the Board exit Executive Session. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

The Board exited executive session at 9:29 p.m.

Department Reports: The Board reviewed the reports. Hill noted that next month’s agenda will include minutes from the Youth Services department.

Planning of Future Meetings: The next Board meeting will be July 23 at 7:00 p.m. The next C.O.W. will be June 28 at 9 a.m.

Around the Table: Matkowski’s wife went from part-time to full-time at the Downers Grove Public Library. Hodges was impressed with how patient and helpful circulation staff was with a customer on one of her visits. Geyer-Ross thanked everyone for attending the funeral service for her brother. McCleary will not be at the July board meeting due to a week of workshops he’s attending. Hippensteel will not be at the C.O.W. meeting because his daughter will be at a swim meet. Kosek will be walking with the Library contingent in the Village’s 4th of July parade. Hill noted that the Library is stepping up its efforts to help engage the community in the Village’s 100th anniversary celebration, including helping with publicity and coordinating a dinner dance.

Adjournment: Matkowski 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 9:41 p.m.

Respectfully submitted,

Deborah Pfeiffer
Recording Secretary