

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
July 23, 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:** Dan Hippensteel, Lydia Hodges, Pat Hubbard, Stan Kosek.

**Trustees Absent:** Michelle Geyer-Ross, Matt Matkowski, Mark McCleary.

**Others:** Sandra Hill, Library Director.

**Introduction of Visitors:** None.

**Public Participation:** None.

**Approval of the Minutes of the June 28, 2014, Committee of the Whole Meeting:** Kosek moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the June 25, 2014, Regular Meeting:** Kosek moved the minutes be approved as revised. Hippensteel seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the June 25, 2014 Executive Session Meeting:** Hippensteel moved the minutes be approved. Kosek seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she had heard from Mike Christ from Executive Service Corps. Mr. Christ indicated he and his team would like to meet with the Board to discuss progress on the Strategic Plan. Hubbard invited the team to the next Committee of the Whole meeting scheduled for September.

Hubbard indicated she had not heard from Father Cote. She also stated had signed a couple of interim checks.

**Committee Reports:** None.

**Report of the Treasurer:** None.

**Approval of the Check Register for July 2014 in the Amount of \$36,645.74:** Kosek moved to approve the check register for July 2014 in the amount of \$36,645.74. Hodges seconded the motion. Hill indicated staff had located Westmont Library's lost book before the check was sent to Westmont last month. She noted the Villa Park Electric Supply invoice was for recycled lamps. Kosek noted the water bill appeared to be much higher.

**ROLL CALL VOTE:**

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|--------------|---|--------------|-------------|
| <b>AYES:</b> | <b>Hippensteel<br/>Hodges<br/>Hubbard<br/>Kosek</b> | <b>NAYS:</b> | <b>None</b> |
|--------------|---|--------------|-------------|

|                |  |                 |             |
|----------------|--|-----------------|-------------|
| <b>ABSENT:</b> | <b>Geyer-Ross<br/>Matkowski<br/>McCleary</b> | <b>ABSTAIN:</b> | <b>None</b> |
|----------------|--|-----------------|-------------|

**MOTION CARRIED**

**Financial Reports:**

The Board examined the new purchase journal report that had been generated and indicated Hill should check with the treasurer in regards to this report.

**RAILS News:** Hodges reported that RAILS shared its strategic plan. She indicated Robbins Library is closing indefinitely. She stated that RAILS is inviting comments on the proposed changes to the Illinois Library System Act.

**Report of the Friends of the Library Liaison:** Hill reported the Friends held their annual pool party and had a meeting at Starbucks to address items needed for the *Resource*.

**Report of Gifts and Programs Sponsorships:** Hill noted that the donation for Irene Shaffer by the Board and staff had been made.

**Correspondence:** The Board reviewed letters from the following: Klein, Thorpe & Jenkins re: the village audit; a patron suggestion regarding Youth Services programming; and a District 88 new teacher breakfast invitation. Hubbard indicated she would attend the breakfast.

**Letters to Departing Staff Members & Thank You Letters:** Joan McEntee.

### **Library Director's Report:**

#### ***General:***

- The POMS team worked on some new programming ideas. Kandice Krettler and Andrea Finch worked on a bike check-up program to be held on a Sunday morning in September in the Library Annex. Nancy Gergets has worked on a program for Smokey Bear's 70th Birthday celebration and on another with Whole Foods on a Back-to-School Lunch program.
- Administration staff continues to work with Sikich on our accounting transition. Staff met with the new Village finance director twice to go over transition details.
- There is a webinar that a couple of Board members should take a look at to fulfill our Per Capita Grant Requirement. The webinar can be found at the following address: <http://www.libraryedge.org/toolkit/>. I will be attending a workshop on the initiative
- A couple of good articles:
  - <http://money.usnews.com/money/blogs/my-money/2014/07/16/15-things-you-didnt-know-you-could-get-from-the-library?int=96e808>
  - <http://my.chicagotribune.com/#section/-1/article/p2p-80630157/>

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

- Administration staff met with architect Eric Penney to discuss the capital needs assessment and facility analysis. Staff anticipates an end-of-August meeting with Penney and the firms he will bring on board to accomplish the analysis. From there, he will develop a proposal for the Board to review. Staff also discussed the DCEO grant opportunity with him, and will proceed with an application for an energy assessment.
- Maintenance is working with Westside Mechanical on an issue with condenser number two (services the YS workroom). They are trying to track down an electrical issue.
- The Library received and installed the park benches.
- The fire department assessed the Library's meeting rooms and provided "occupancy" loads/capacities.
- Staff will be working on getting the parking lot seal-coated in the fall. Staff is also working on getting quotes for the bike rack tuckpointing.

#### ***Services:***

- Hill noted the Fourth of July parade went well this year.
- 100th anniversary update: Hill included a couple of flyers. Krettler and Hill are working on the August 9 kids activities for the picnic. More information can be found at website: [villapark100.com](http://villapark100.com). There were 106 preorders for the 100th anniversary cookbook. The dinner dance was postponed, and a time capsule burial is scheduled for August 2.
- Gergets, Krettler, Hill and Jean Jansen reviewed the school agreement and will send it to District 45 for review.

- Hill included information in the Library Board's packet from the last LINC Board of Directors meeting as well as some information regarding LINC and the LINC Board's authority.

**Unfinished Business:**

The Board briefly discussed the Staff and Volunteer Recognition Event. Hill will bring additional information to the next meeting.

**New Business:**

***Discussion and Decision on Liability Insurance Options for the Library:*** The Board discussed the various options and costs. Hippensteel moved to remove the Library from the village's IRMA coverage effective January 1. Kosek seconded the motion. The motion carried on a voice vote.

**Executive Session (Semi-Annual Review of Executive Session Minutes):** Kosek moved to go into Executive Session. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

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|--------------|--------------------|--------------|-------------|
| <b>AYES:</b> | <b>Hippensteel</b> | <b>NAYS:</b> | <b>None</b> |
|              | <b>Hodges</b>      |              |             |
|              | <b>Hubbard</b>     |              |             |
|              | <b>Kosek</b>       |              |             |

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|----------------|-------------------|-----------------|-------------|
| <b>ABSENT:</b> | <b>Geyer-Ross</b> | <b>ABSTAIN:</b> | <b>None</b> |
|                | <b>Matkowski</b>  |                 |             |
|                | <b>McCleary</b>   |                 |             |

**MOTION CARRIED.** The Board went into Executive Session at 8:26 p.m.

Kosek moved to exit Executive Session. Hodges seconded the motion.

**ROLL CALL VOTE:**

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|--------------|--------------------|--------------|-------------|
| <b>AYES:</b> | <b>Hippensteel</b> | <b>NAYS:</b> | <b>None</b> |
|              | <b>Hodges</b>      |              |             |
|              | <b>Hubbard</b>     |              |             |
|              | <b>Kosek</b>       |              |             |

|                |                   |                 |             |
|----------------|-------------------|-----------------|-------------|
| <b>ABSENT:</b> | <b>Geyer-Ross</b> | <b>ABSTAIN:</b> | <b>None</b> |
|                | <b>Matkowski</b>  |                 |             |
|                | <b>McCleary</b>   |                 |             |

**MOTION CARRIED.** The Board exited Executive Session at 8:36 p.m.

Kosek moved to release Executive Session minutes for February 25, 2009; November 23, 2009; November 22, 2010; July 25, 2012; November 28, 2012; January 23, 2013; July 24, 2013; September 25, 2013; March 26, 2014. Hippensteel seconded the motion. The motion carried on a voice vote.

Kosek moved to dispose of the verbatim record of Executive Session minutes older than 18 months. Hippensteel seconded the motion. The motion carried on a voice vote.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be August 27. Hill indicated she would Doodle a building committee meeting.

**Around the Table:** Hodges noted she had visited Crystal Lake and had seen yard signs with "I support my local library" printed on them. Hippensteel stated he had a recent trip to Indiana and had visited his hometown. Kosek mentioned having a wonderful trip and encouraged everyone to visit Winona, Minnesota, and attending the

Great River Shakespeare Festival usually held in late June through the beginning of August. Hubbard indicated she would be leaving this weekend to visit Estonia, Latvia, and Lithuania.

**Adjournment:** Kosek moved to adjourn. Hippensteel seconded the motion. The motion carried on a voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 9:02 p.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary