

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 27, 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, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary.

Trustees Absent: Lydia Hodges.

Others: Sandra Hill, Library Director; Deborah Pfeiffer, Recording Secretary; Meg Rose, Administrative Assistant.

Introduction of Visitors/Public Participation: None.

Approval of the Minutes of the July 23, 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 July 23, 2014, Executive Session Meeting: Hubbard tabled the approval until the next Board meeting because the minutes weren't available.

Report of the Board President: Hubbard reported she and Hill attended the School District 88 New Teachers Breakfast on August 14 to make the district aware of Library services available to them. They also met the District 88 mentor coordinator. Hubbard and Hill also met to decide on location and service delivery for the Library staff recognition dinner. Hubbard heard from St. Alexander Catholic Church's business manager, Mary Marten, there was no new news from the Diocese about the property swap.

Committee Reports: No committee meetings held. Hill requested board members to remain after the meeting to determine meeting times for the Policy, Finance, and Building Committees.

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

Approval of bills/check register (dated August 22) for August 2014 (FY 2014-2015) in the amount of \$48,575.63: McCleary moved to approve the check register for August 2014 (FY 2014-2015) in the amount of \$48,575.63. Kosek seconded the motion.

McCleary asked a question about the reporting of check #1206 and a few others, which seemed to indicate a total bill amount repeated twice. Hill said she would check if that's a bug in the system.

ROLL CALL VOTE:

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

Financial Reports:

Tax Distributions: Hill noted that these are on track and a deposit has been made into the Illinois Funds account.

RAILS News: Hill said she attended the Illinois State Library presentation on the Edge Initiative on July 24.

Report of the Friends of the Library Liaison: Geyer-Ross reported that the Friends met Friday, August 15, and that discussion included that all the Centennial cookbooks had sold and that the group was looking at distributing funds to fulfill a wish list for the Library sometime in October. She also said the Murder Mystery Play auditions were held and rehearsals were scheduled, with Friends member Ingrid Durham directing.

Report of Gifts and Programs Sponsorships: Hill noted that an Adopt-a-Magazine donation was received from Mr. and Mrs. Fred Eaton, as was another, anonymous Adopt-a-Magazine donation.

Correspondence: None to report.

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

Library Director's Report: The Board reviewed the Library Director's written report dated August 27, 2014. Hill highlighted the following items from that report:

General:

- The programming, outreach, and marketing services (POMS) team continues to evaluate two Web-based online calendar/registration/room reservation products, to streamline internal procedures and offer patrons online program registration. The group will also be expanding its role to brainstorm programming ideas, given there are both AS and YS members of the team.
- The Library had a strong presence at the Centennial Picnic and the event went very well.
- Nancy Gergets and Kandice Krettler attended the School District 45 New Teacher Breakfast on August 20, and Krettler attended the Village Board's August 25 meeting, where a proclamation honoring Library Card Sign-Up Month was read.
- Hubbard agreed to view the Edge Initiative webinar as part of a requirement of the Per Capita Grant. Hill will draft responses for the grant application, for Board review at the September 24 Board meeting.
- Hill has been voted in as Vice President/President-Elect of Kiwanis.
- Rose reported that some governmental agencies can gain 501(c)3 (nonprofit) status if they provide a service to the community, so the Library might be eligible.

Building:

- Cook & Kocher will need to redraft the Library's liability insurance agreement to include snow removal. Admin and maintenance staff is looking into contracting options for the snow removal.
- The Library will receive a free energy audit (assessment) through SEDAC (Smart Energy Design Assistance Center at the University of Illinois) that will assist the Library in any future planning and energy efficiency grant opportunities, such as through the Illinois Department of Commerce & Economic Opportunity (DCEO). The audit, done by Michael Kuk at CERx, will analyze the Library's electrical and gas program and make recommendations for more efficient use.
- Westside Mechanical has been out to make repairs a few times on condenser #6.
- Admin staff is getting quotes for sealcoating (and some minor repairs) on the library parking lot.

Services:

- Hill will attend an all-day LINC Board meeting September 12 about the consortium's Strategic Plan.
- The Library hosted its first Village staff cookout on August 22, at the Annex, and had 60 attendees.
- Janice Wernette is exploring a Walmart Foundation Career Opportunity grant, and Jean Cooper is gathering information about digitizing yearbooks from Glen Ellyn Public Library.

Community Event Calendar: The Board examined a sample calendar from Krettler and the POMS team.

Hoopla: Hill reported the soft launch of Hoopla might be sooner than November, per Sean Birmingham.

Strategic Plan:

- Alex Huang continues to work on the logo design.
- Administrative staff is meeting with payroll vendors and viewing product demos.
- The Web team hammered out more details on the Books, Movies, and More page.
- The Library will have a presence at the Villa Park Oktoberfest September 6 and 7, at which Krettler will beta-test the new LINC-provided MobileCirc product. Krettler will also prepare a library hours survey to be distributed at the event.
- The Library has a Cen-Tec self-checkout machine on a 30-day trial.
- The Library received the Target grant for Early Literacy iPads and apps for in-house and for circulation (4 total), and will be ordering iPads shortly.
- The In-Service Day for staff, scheduled for September 26, will feature Catherine Popowits speaking on “Building a Cross-Cultural Customer Service Environment,” with box lunches from Firehouse Subs.
- Hill will informally survey other libraries about how they handle continuity with part-time staff.
- With the newly adopted technologies and software upgrades, the staff needs time to learn the technology. Birmingham is investigating an alternative training system, Atomic, to possibly replace the Lynda.com licenses at renewal time, because Lynda.com doesn’t allow for staff access remotely.

Unfinished Business:

Discussion of Staff and Volunteer Recognition Event: Based on the size of the room, Hill recommended renting space at the Sugar Creek Golf Course for the event and having it catered by DiLeos of Elmhurst. She noted that the Friends of the Villa Park Library Board would be invited.

New Business:

Discussion of FY2015 Per Capita Grant Application and Edge Initiative Workbook: At the Edge Initiative session, Hill reported that Illinois State Library representatives went over the simplified grant application. The representatives noted that funding was going down, and Hill said the Villa Park Public Library’s grant amount may go down.

Executive Session (Personnel): No executive session was needed.

Department Reports: The Board reviewed the reports.

Resource Sept-Dec. 2014: Hill noted new programs, including an upcoming Seed Library initiative, and Trivia Tuesday, to be held at Crazy Pour on September 23, which Lesley Cyrier and Marna Rundgren spearheaded.

Planning of Future Meetings: The next Board meeting will be September 24 at 7:00 p.m. The Committee of the Whole will meet September 27 from 9:00-11:00 a.m., to update Mike Christ and team on the Strategic Plan.

Around the Table: Hill will take days off Labor Day week. Kosek has been cast in the GreenMan Theatre Troupe’s Frankenstein production, which will play October 24–November 9. Matkowski and family will attend a wedding in Kenosha. Pfeiffer enjoyed working as a Library volunteer at the Centennial Celebration. Rose appreciated seeing how the Board meeting operated.

Adjournment: McCleary 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 8:22 p.m.

Respectfully submitted,

Deborah Pfeiffer
Recording Secretary