

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 24, 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.

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

Introduction of Visitors/Public Participation: None.

Approval of the Minutes of the August 27, 2014, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the July 23, 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 had nothing to report.

Committee Reports:

Finance Committee: Hill noted the committee, on September 22, discussed the tax levy that is on tonight's agenda, and that the library's accountants are waiting for more information from the Village to complete the transition.

Policy Committee: Hippensteel reported that the committee reviewed policy changes on September 13 and that those changes are on tonight's agenda for approval.

Building Committee: Kosek noted the Building Committee reviewed Nagle/Hartray's building analysis on September 22 and has submitted questions to the Library's attorney. The Library is still soliciting estimates for tuckpointing of the bike racks.

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

Approval of bills/check register (dated September 24) for September 2014 (FY 2014-2015) in the amount of \$52,350.73: McCleary moved to approve the check register for September 2014 (FY 2014-2015) in the amount of \$52,350.73. Kosek seconded the motion.

ROLL CALL VOTE:

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

ABSENT:	None	ABSTAIN:	None
----------------	-------------	-----------------	-------------

MOTION CARRIED

Financial Reports:

Tax Distributions: Hill noted that a tax distribution came in and that 3–4 more distributions are to come in before the end of the year.

RAILS News: Hodges reported that RAILS needs volunteers for its standards committee. She also noted that a recent blog by RAILS executive director Dee Brennan was supportive of Algonquin Area Public Library District's decision to completely eliminate library fines and Naperville Public Library's unlimited renewals program as ways to encourage circulation.

Report of the Friends of the Library Liaison: Geyer-Ross reported that the Friends discussed the following at their September 9 meeting:

- Sponsorships for the play's program booklet and for audience participant prizes for the murder mystery play, B-I-N-G-O Spells Murder, November 7–9
- The Giving Trees will be put up at the November 12 meeting, one in the Library, one at the Prairie Path
- Order placed for 150 more cookbooks, at a lesser profit, to be sold over the holidays.
- St. Nick and Friends Holiday Mart on December 6, which will feature local vendors, and connect into the Joyful Traditions festival.

Report of Gifts and Programs Sponsorships: Hill noted that Mr. and Mrs. Richard Kurasz gave an Adopt-a-Magazine donation for a one-year subscription to National Geographic Traveler.

Correspondence:

Klein Thorpe Jenkins: Hill noted the correspondence re: the 2015 Public Library Calendar, plus information about new pieces of legislation that require library trustees to be available by email and, separately, also allows libraries to follow similar bid processes as park or school districts.

Lohan Anderson: Hill noted this firm is interested in doing a proposal for building improvements.

Salt Creek Sanitary District: Hill shared an invitation to trustees to attend the district's open house.

Sharing Connections: Hill noted that this thank-you note is from the 501(c)3 organization to which the Library donated the used Youth Services tables.

Letters to Departing Staff Members & Thank You Letters: Staci Vander Naald resigned to attend college.

Library Director's Report: The Board reviewed the Library Director's written report dated September 24. Hill also noted the following additional items and other items from her report:

General:

- Consensus of the 2014 Tee Time planning staff is to hold the family fundraising event again, on Sunday morning, April 12, 2015, *plus* add an adults-only evening Tee Time on Saturday, April 11.
- The POMS team is evaluating three web-based calendar/online registration/room reservation products—Evanced, EventKeeper and LibCal—with an eye toward streamlining internal procedures and offering online program registration for patrons.
- Village Town Hall Meeting concerning the road referendum is taking place this evening.

Building:

- Michael Kuk from CERx Solutions and a state representative started the energy assessment on Thursday, September 11, and Diane Kuk from CERx is signing the Library up for a ComEd energy saving program.
- A village permit was obtained from Community Development for repairing the Library's parking lot, and the lot will be closed for patching on Friday, September 26 (staff in-service day) and for sealcoating on Sunday, September 28. The entrance will be blocked off and will have signs posted. Calls have been made to St. Alexander and other schools, and a notice on the website will be posted.

- After negotiating a good price with Centec, the Library will be ordering 1 self-check-out machine for YS and 2 for the first floor for \$12,000. The existing unit, which will be voted on tonight to dispose of it, cost the Library \$10,000 seven years ago. The per capita grant receipt will add funds to the furniture and other equipment, to allow for the purchase. (See more under Strategic Plan Update subcategory below.) The goal is not to reduce human hours but to provide a more confidential option for patrons to check out materials and to also free up staff to work with patrons more.

Services:

- District 45 approved the school agreement on September 15; Nancy Gergets and Kandice Kretler worked with the new superintendent, Tony Palmisano, to promote this new service. The document is on the docket tonight under *New Business*.
- The LINC board discussed its strategic plan earlier this month, including the marketing of LINC services to several stand-alone libraries; centralized cataloging; fiber optic upgrades; and subscription to Baker and Taylor's Collection HQ, which St. Charles Public Library currently uses to gather analytics to better shape its collection. Joe Matthews from JRM Consulting will present strategies and objectives at the LINC board's next meeting.
- Candy Smith will be retiring October 17; details on her retirement party to follow.
- WCIU TV contacted Kandice to film the presenter of the Zombie Survival Training class (to be held Saturday, September 27) and highlight the Library for its You & Me This Morning show on Thursday, September 25.

Strategic Plan:

- At the Committee of the Whole meeting, Hill will present product information from 3 payroll vendor demos and, separately, hours survey information, and department heads will bring recommendations.
- Catherine Popowits will train staff on Building a Cross Cultural Customer Service Environment at the staff in-service day, September 26.
- Kretler, Bradford, Birmingham and Hill are working on a service model for the Centec self-checkout machines.
- Kretler is working out compliance issues with Carol Dawe at LINC to set up ProPay to work through SirsiDynix; so patrons can pay fines online by credit card from home 24/7.
- Youth Services is hiring a temporary part-time librarian.
- Several kids submitted designs for the Library Card Design Contest, and the contest also resulted in several kids signing up for Library cards, as hoped.

Unfinished Business:

Discussion of Staff and Volunteer Recognition Event: Hill noted that Friends Board has been invited to the October 16 recognition dinner.

Approval of Liability and Other Insurance Package with Utica National Library Program (Cook & Kocher Insurance Group)—Presentation, Quote: McCleary moved that the Board approve the insurance package. Kosek seconded the motion. Hill said that the premium went up about \$800 from the last quote. Motion carried on voice vote.

Approval of FY2015 Per Capita Grant Application Per Capita Expenditures: McCleary moved that the Board approve the FY2015 Per Capita Grant Application. Matkowski seconded the motion. Hubbard and Geyer-Ross reported they had viewed the EDGE Initiative webinar, as required. Motion carried on voice vote.

New Business:

Policy Revisions:

- *Policy 411, Classifications:* McCleary moved that the Board approve the Policy 411 revisions. Matkowski seconded the motion. Hippensteel noted that Policy 411 makes the classification between part-time and regular part-time clearer. Motion carried on voice vote.
- *Policy 470, Vacation:* McCleary moved that the Board approve the Policy 470 revisions. Geyer-Ross seconded the motion. Hill noted that this revision changes “special” situations to “defined” and changes carryover of vacation time from an employment year basis to a calendar year basis. Motion carried on voice vote.
- *Policy 702, Reciprocal Borrowing:* McCleary moved that the Board approve the Policy 702 revisions. Kosek seconded the motion. Hill explained this change would make the Library “friendlier” by allowing patrons with cards at other libraries who register their card at the Villa Park Public Library to place holds on materials at the Villa Park Public Library. Motion carried on voice vote.

Approval of Intergovernmental Cooperative Agreement with School District 45: McCleary moved that the Board approve the agreement. Matkowski seconded the motion. Motion carried on voice vote.

Resolution setting forth financial requirements of the Villa Park Public Library for the Fiscal Year Beginning May 1, 2015, and ending April 30, 2016: McCleary moved that the Board adopt the resolution. Kosek seconded the motion. Hill noted that the Finance Committee reviewed the levy request.

ROLL CALL VOTE:

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

ABSENT:	None	ABSTAIN:	None
----------------	-------------	-----------------	-------------

MOTION CARRIED

[Geyer-Ross departed at 8:15 p.m.]

Disposal of Library Furniture and Equipment: McCleary moved that the Board approve of staff disposing of obsolete and/or damaged equipment. Kosek seconded the motion. Hill indicated the equipment was the old self-checkout and vending machines.

ROLL CALL VOTE:

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

ABSENT:	Geyer-Ross	ABSTAIN:	None
----------------	-------------------	-----------------	-------------

MOTION CARRIED

Department Reports:

Circulation—Department, LINC stats, Patron Stats, Circulation Summary, Circulation 13-14 Comparison: Krettler and Birmingham are working to streamline these reports.

Youth Services: Nancy Gergets wrote up the YS report since she's acting as part-time school liaison and temporarily supervising the pages.

Planning of Future Meetings: *Committee of the Whole:* Saturday, September 27, 9-11 a.m., with Mike Christ and his team, and Sean Birmingham, John Bradford and Kandice Krettler. *Staff and Volunteer Recognition Dinner:* October 16, 6 p.m., Sugar Creek Golf Course, Villa Park. No other committee meetings for the month.

Around the Table: Kosek noted he wanted to discuss the circulation numbers trend at the next C.O.W. meeting. He and McCleary will be out next month. Hodges was impressed with lawn signs she saw in St. John, Indiana, promoting summer readers as "Library Champions"; she also suggested getting a banner that promotes the Library to use at outreach events like Oktoberfest, so that those working on outreach will be easily recognized as being from the Library. Pfeiffer noted she was impressed, attending as a participant, with the new Local Authors Showcase and Trivia Tuesday event. Matkowski noted he wouldn't be at the C.O.W. meeting; he also said he'd visited the Downers Grove Public Library, which is just finishing a big remodel, and that they have check-in on conveyor belt (almost like the SS Enterprise), with one person at a small desk. Hubbard said she had helped at Oktoberfest on Sunday, and that 100-plus surveys were collected over both days of the fest.

Adjournment: Kosek 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 8:35 p.m.

Respectfully submitted,

Deborah Pfeiffer
Recording Secretary