

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 22, 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.

Trustees Absent: Stan Kosek, Matt Matkowski, Mark McCleary.

Others: Sandra Hill, Library Director, and Meg Rose, Recording Secretary.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the September 24, 2014 Regular Meeting: Hippensteel moved the minutes as corrected be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of the September 27, 2014 Committee of the Whole Meeting: Hippensteel moved the minutes as corrected be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the October 13, 2014 Special Meeting: Hippensteel moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she had met with Hill on a couple of occasions to discuss the Staff Volunteer Dinner. She also stated that she and Hill had discussed meeting with Mr. Scavone to explore renewing the Annex lease. Hubbard noted that the Board had received a thank you note from Candy Smith.

Committee Reports: None of the following committees met since the last Board meeting: Policy Committee, Finance Committee, Building Committee. The Finance Committee will meet in November.

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

Approval of the check register (dated October 17, 2014) for October 2014 (FY 2013-2014) in the amount of \$75,829.45: Hippensteel moved to approve the check register for October 2014 (FY 2013-2014) in the amount of \$75,829.45. Geyer-Ross seconded the motion. There was some discussion about check numbers 1355 (Cary Area Public Library), 1360 (Commonwealth Edison), and 1366 (Forest Preserve District).

ROLL CALL VOTE:

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

Financial Reports:

Sage Financial Statement as of September 30, 2014: Hill noted this statement showed that the library is over budget on automation because of work done by Sikich and the CTC contract. Hill indicated there were a number of budget revisions to be addressed in the annual budget amendment.

Tax Distributions: Hill noted that tax distributions are on track. There will be a November distribution and at least one, possibly two, distributions in December.

State Per Capita Grant: Hill reported that this year's state grant was fully funded. State Library representatives reported that may not be fully funded next year.

RAILS News: Hill attended the RAILS Consortium meeting on October 24, 2014. Hodges reported that libraries are being offered grants to join LLSAPs. Baker & Taylor will have a booth at ISLMA business luncheon. Nominations are open for local Illinois authors. On November 5-6, 2014, Dawn Moosehill will conduct workshops to improve customer service. RAILS needs volunteers for the System Membership Standards Committee.

Report of the Friends of the Library Liaison: Geyer-Ross stated that the treasurer reported a balance of \$3800. The Friends did a mass mailing as a membership drive. The Friends are working on the murder mystery play with performances on November 7-9 and a dress rehearsal on November 6. Volunteers for doing light, sound and passing out Bingo cards are needed. On December 6, the Friends are hosting a St. Nick's Mart with craft tables during Joyful Traditions in the Annex and are preparing to set up the Giving Tree in the Library for Christmas. Cookbooks have come in and are available for purchase. The Friends are asking for a donation of \$5 for each Carson's coupon book given out. Four positions on the Friends' Board of Directors will be open in April.

Report of Gifts and Programs Sponsorships: Hill noted that donations for subscription renewals were received from Victoria Maxson and Steurle Funeral Home.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: The Board signed a letter for Debbie Pfeiffer who resigned as Administrative Assistant.

Library Director's Report: The Board reviewed the Library Director's written report dated October 22, 2014. Hill highlighted the following items from that report:

- *Payroll:* Hill transferred money from the Library's Illinois Funds account to the Village's account to cover payroll.
- *PMA CD:* Hill contacted Tim Matthews at PMA to inform PMA that the all CDs should now have the Library's EIN, not the Village's EIN. One of the CDs has matured. PMA will send rates. Hill invited Matthews to attend an upcoming Board meeting.
- *SIRSI Features:*
 - *ProPay:* Hill noted that the Library is finalizing the process of setting up ProPay which will allow the Library to accept online credit card payments at the checkout desk and through the catalog.
 - *Patron Photos:* There was some discussion on whether to offer patron photos to be taken as part of the patron record. Hill will discuss with Kandice Krettler, the Head of Circulation and Outreach Services, and report back to the Board.
 - *Charge History:* The Library can offer patrons the ability to turn on their charge histories. After some discussion, it was determined that no policy was needed because this service is governed by the confidentiality policy. It was decided to offer the feature to patrons.
- *Building:*

- *Snow removal contractors:* Quotes from two snow removal contractors have been obtained. A third quote is being sought.
- *Repairs:* Special repairs were needed for the rooftop heating units at the Annex. Repairs will be over \$3000. Scavone did roof repairs.
- *Staff:*
 - Two staff members, Michelle Aupke and Marna Rundgren, have resigned. Candy Smith, Head of Readers’ Advisory, has retired. Mohammed Ather was in a car accident and will be out for two weeks to recuperate.
 - A job notice for the Virtual Services Librarian has been posted. Applications have come in.
 - Krettler and Birmingham are working on a plan for the public service desk.
- Hill extended an invitation to attend the Rotary Club dinner at the Diplomat West on December 2 and the Kiwanis Club spaghetti dinner fundraiser at Willowbrook High School on November 14.
- *Strategic Plan:* There was a brief discussion on the draft of an organizational chart. Hill indicated she needs to start working on job descriptions.

Unfinished Business: The Staff and Volunteer Recognition Dinner was discussed.

New Business:

Disposal of Library Furniture and Equipment: Hippensteel moved to approve the disposal of obsolete and/or damaged equipment consisting of 18 computers, 3 printers, 1 bookcase, and 1 secretary task chair. Geyer-Ross seconded the motion. There was some discussion on where to dispose of these items.

ROLL CALL VOTE:

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

Department Reports: The Board reviewed the reports. Hill will invite Krettler to speak to the Board about circulation numbers. The Library Card Design Contest was discussed. Hoopla starts in November. Atomic Training started on October 27. Hill noted that she was happy the variety of programs conducted by the Library.

Planning of Future Meetings: The next Board meeting will be on November 24 and December 22, both at 7:00 p.m. The next C.O.W. meeting will be January 31, 2015.

Around the Table: Hodges indicated that her cat had passed away. There were no other comments by the Board.

Adjournment: Geyer-Ross 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 8:18 p.m.

Respectfully submitted,

Meg Rose
Recording Secretary