

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 25, 2015**

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, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary.

Trustees Absent: Michelle Geyer-Ross, Lydia Hodges

Others: Sandra Hill, Library Director, Cheryl Delaney, Recording Secretary

Introduction of Visitors: Carol Dawe, LINC Consortium Manager, Hubbard introduced Carol Dawe, the LINC Consortium Manager and invited her to speak about the LINC FY2015/2016 Operating Budget. Ms. Dawe reviewed the budget with the Board.

Public Participation: None.

Approval of the Minutes of the 01/28/2015, Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 01/28/2015 Executive Session Meeting: McCleary moved the minutes be approved. Kosek seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 01/31/2015, Committee of the Whole Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 02/18/2015, Committee of the Whole Meeting: Kosek moved the minutes be approved as revised. McCleary seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she spoke to Mary Martin from St. Alexander's Church. Martin indicated the church was still interested in swapping the parking lots.

Committee Reports: McCleary said the Finance Committee met and reviewed audit proposals.

Report of the Treasurer: McCleary reviewed the check register for February 2015 and stated everything is in order.

Approval of bills/check register for February 2015 (FY 2014-2015) in the amount of \$81,508.65:

McCleary moved to approve the check register for February 2015 (FY 2014-2015) in the amount of \$81,508.65. Kosek seconded the motion.

ROLL CALL VOTE:

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

Financial Reports: The Board reviewed the Report of Electronic Transfers to Village of Villa Park for services rendered for the Library.

RAILS News: Hill reported that the MAGIC automation manager will be resigning.

Report of the Friends of the Library Liaison: Hill reported the following:

- Hill met with the Friends of the Library on Monday 2/23/15 regarding Tee Time.
- The Friends will set up another meeting about the 4/11/15 Saturday evening Tee Time.
- The Friends General Election will be at the Friends 4/08/15 general meeting.

Report of Gifts and Programs Sponsorships: Hill noted there were several donations and adopt-a-magazine subscriptions this month. Hill also mentioned that we received a \$2,300.00 donation from Rae Srch for the Digital Media Lab.

Correspondence: The Board reviewed correspondence from the following:

- DuPage High School District 88 invitation to the Intergovernmental Meeting
- Villa Park Chamber of Commerce Dinner invitation

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

Library Director's Report: The Board reviewed the Library Director's written report dated February 25, 2015. Hill highlighted the following items from that report:

Board Information:

- Ongoing: We continue to work with the Village on fine-tuning the accounting processes. Sikich will need to review the payments the village has made on the library's behalf for September, October, November in order to finalize the amount the village owes the library. Sikich indicated they would complete this process on Feb. 27th and I have discussed this with Kevin Wachtel, Finance Director.
- We continue to work with the village, Sikich, and Paylocity on the payroll transition—with hope we will migrate in May.
- Hill attended the ILA Legislative Lunch on Friday, February 13.
- Hill attended (and assisted in judging) the Scripps Spelling Bee for Private Schools held at the Islamic Foundation School on Thursday, February 12.
- Hill provided the Board with information regarding staff's desire to have a summer reading club kickoff event. The Board indicated it was okay to proceed with the event on Sunday, May 31st from 1:30-3:30 p.m.
- Hill stated that staff are planning several "lunch and learns" for staff as we move toward one service point on the first floor. All staff will need to learn the new calendar software (Eventkeeper) ; receive training on Enterprise; use of the self checkout machines, etc. Hill asked if the Library Board would consider closing the Library on Friday morning, April 24 (til noon) and Friday afternoon, May 15 (1-5 p.m.). for training. It was the consensus of the Board to proceed.

Building(s):

- Hill reported there were more plumbing repairs. A mix valve, automatic sensor and faucet had to be replaced in the first floor women's restroom.
- HVAC: Boiler #1 continues to have problems staying lit. Air Handler 2 has a leak which will require some work.
- Hill sent an email to Mr. Scavone asking about performing an appraisal. He has indicated we can do so as long as he receives a copy.

Staff:

- John Bradford and Sean Birmingham are working on filling the Reference Librarian position.
- Sean Birmingham and Jean Jansen are working on filling the Youth/Teen Librarian position.
- Kandice Krettler has two positions to fill.
- Sean and Kandice are working on filling a page position.

Services:

- We had 15 in attendance for both Seed Library programs this past month.
- We've received sponsorships from Lions Club (\$200), Supreme Lobster \$200, Westside (\$350) and Colley (\$350), Dominicks (\$100).

Friends:

- The Friends will be replacing their pool party with a picnic in July (July 19 from 4-7pm.)
- Meredith is trying to put together a time to meet about tee-time (and do some planning)

Strategic Plan Update

- Hill passed out some e-resource brochures which Dan Criscione, Virtual Services Librarian, had completed. Hill stated that have had a couple of patron compliments on his customer service.
- The POMS team has completed the program evaluation form and is working on a form for publicity purposes.
- Hill reported that staff members John Bradford and the new Reference Librarian (when hired) will be doing the bulk of selecting on May 1. Jean Jansen will assist in order to keep YS titles going but this will be temporary. LINC is purchasing Collection HQ for the LINC libraries this upcoming fiscal year and we are hoping this product will facilitate the selection and deselection of items.

Unfinished Business: None.

New Business:

Approval of cleaning services contract with Tenacious Cleaning Services (Lake Zurich, IL) in the amount of \$26,769.60. McCleary moved to approve the cleaning services contract with Tenacious Cleaning Services. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		

ABSENT:	Geyer-Ross	ABSTAIN:	None
	Hodges		

MOTION CARRIED

Approval of resolution for investment of funds with PMA Financial Network. McCleary moved to approve the resolution for investment of funds with PMA Financial Network. Kosek seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel	NAYS:	None
	Hubbard		

**Kosek
Matkowski
McCleary**

**ABSENT: Geyer-Ross
Hodges**

ABSTAIN: None

MOTION CARRIED

Approval of the LINC FY 2015/2016 Annual Operating Budget. McCleary moved to approve the LINC FY 2015/2016 Annual Operating Budget. Matkowski seconded the motion.

ROLL CALL VOTE:

**AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary**

NAYS: None

**ABSENT: Geyer-Ross
Hodges**

ABSTAIN: None

MOTION CARRIED

Approval Renew Library Service to the City of Oakbrook Terrace Kosek moved to approve to renew library service to the City of Oakbrook Terrace. McCleary seconded the motion.

ROLL CALL VOTE:

**AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary**

NAYS: None

**ABSENT: Geyer-Ross
Hodges**

ABSTAIN: None

MOTION CARRIED

Review of Proposals for Audit Services: It was the consensus of the Board to proceed with Lauterbach & Amen and for Hill to contact them.

Discussion on amending the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2014 and ending on April 30, 2015: Hill said more discussion would ensue next month.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2015 and ending on April 30, 2016: Hill reviewed with the Board the FY 2015/2016 budget and discussion ensued.

Disposal of Library Furniture and Equipment

Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting

of 2 wall shelving units. Kosek moved to approve the disposal of obsolete and/or damaged equipment. McCleary seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		

ABSENT:	Geyer-Ross	ABSTAIN:	None
	Hodges		

MOTION CARRIED

Discussion of Library Hours: The Board reviewed the information which Hill had provided on library hours and potential closings. Discussion ensued on various options. The issue will be added to the March Board agenda for further discussion.

Planning of Future Meeting: Hubbard noted the next Board meeting would be March 25 and the next C.O.W. meeting will be April 25 from 9 a.m. – 11 a.m.

Around the Table: Hubbard indicated she would be going on vacation for three weeks.

Adjournment: Kosek moved to adjourn. McCleary 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 8:40 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary