

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 22, 2015**

Call to Order: Vice-President Hippensteel 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, Tammy Hensley, Dan Hippensteel, Lydia Hodges, Matt Matkowski, Mark McCleary.

Trustees Absent: Pat Hubbard.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the 06/24/2015, Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 06/24/2015 Executive Session Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 07/11/2015, Committee of the Whole Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Report of the Board President: Vice-President Hippensteel indicated he had talked to Hill about communicating with St. Alexander's Church.

Committee Reports: Hill inquired about having a Building Committee meeting and said she will talk to the committee to confirm a date for the meeting. Hill also will talk to the Finance Committee about scheduling a meeting.

Report of the Treasurer: McCleary stated he had reviewed the check register for June 2015 and all was in order.

Approval of bills/check register for June 2015 (FY 2015-2016) in the amount of \$35,973.58: McCleary moved to approve the check register for June 2015 in the amount of \$35,973.58. Matkowski seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the Receipt/Deposit Report and the Tax Distribution Report with the Board.

RAILS News: Hodges gave the Board members information on the Illinois Talking Books outreach program and she reported there is a new look to the ILA website.

Legislative Update: None.

Report of the Friends of the Library Liaison: Geyer-Ross reported that Friends picnic was at Rotary Park on Sunday July 19th and that 20 people attended.

Report of Gifts and Programs Sponsorships: None.

Correspondence: The Board reviewed a thank you letter from a patron

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

Library Director's Report:

- Staff will meet with Melissa from Lauterbach and Amen on July 23.
- The Library ran our first payroll on July 10.
- The Staff Inservice Day is scheduled for August 14. Hill will be providing building orientations and the police chief will do a safety presentation. Departments will also organize and neaten their work areas.
- The Library had a patron approach staff indicating their church would be interested in making a donation for childhood literacy (\$1000). Staff have sent a letter indicating how we can spend the dollars if they wished to donate.
- Hill met with Julie Poulos from Red Caffeine to discuss library logo, new "skin" on web site, and branding. Will meet with her again on August 3.

Building(s):

- First Point completed the repair of the steam coil for air handler 2. McMahon and Hill met with Don Kenah to discuss priorities.
- There have been some electrical issues at the 219 property.

Staff:

The Library has hired a part-time (6 hr/week) maintenance assistant (Michael Yacono). He will assist McMahon in furniture moves, cabling, and yard work.

LINC

Hill included the packet for Board review. Hill notified the Board President that she was invited to lunch with 2 directors from the SWAN consortium, 2 directors from the MAGIC consortium, and Pam Leffler, the director from St. Charles library (current LINC Board of Director President). They discussed the creation of a new automation consortium. Pam and Hill reported the gist of the discussion to the LINC Board of Directors. The LINC Futures Task Force will meet to discuss future plans. In addition, a number of directors will attend the RAILS Consortia Futures meeting on Monday, July 20th.

Services:

- Staff continue to work on content for the next issue of the Resource as well.
- Staff will be working on two outreach opportunities this summer. York Resource Center on Thursday mornings through August 8 and Jefferson Middle School through August 8th.

Friends:

- Friends picnic was on July 19 from 4-7 p.m.
- The Friends gave a check to the Library in the amount of \$1250 for the summer kickoff concert and for books for the summer reading club outreach effort at Jefferson Middle School.

Strategic Plan Update:

- Audit fieldwork was completed in June. Draft of audit has been sent. Staff will be meeting with Lauterbach and Amen on the 24th.
- Criscionne has worked on edits to simplify the web site.

Other:

- Hill stated that District 88 is having a breakfast on August 13 at 8:45am.

- Hill reported that the Readathon time slot for the Board members to sign-up for reading is 9:00am on Sept. 19.

Unfinished Business:

Discussion of Staff/Volunteer Recognition Event: Hill reported that this year's Staff Recognition event will be on October 15th and she reviewed the breakdown of the cost for the event at Allegra Banquets. Discussion ensued and it was the consensus of the Board to book the Staff Recognition event at Allegra Banquets.

Edge Assessment Report & Peer Comparison: Edge Assessment provides a mechanism to assess the library's public access technology services and provides recommendations and resources to help implement changes. Hill reviewed the Edge Assessment Report & Peer Comparison report with the Board.

New Business:

Disposal of Library Furniture and Equipment: Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of one copier, one rolling cabinet, one audiovisual cart, two book carts. Matkowski moved to approve the disposal of obsolete and/or damaged equipment. McCleary seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Renewal of Lease Agreement for 317 S. Ardmore: Matkowski moved to renew the lease agreement for 317 S. Ardmore. Geyer-Ross seconded the motion. Discussion ensued about the lease renewal. A Roll Call vote of the six members in attendance was taken: Yes-0; No-6; Abstain/Present-0. Motion Failed.

Executive Session: None.

Planning of Future Meetings: Hippensteel noted the next Board meeting would be August 26, 2015 at 7:00 pm. The next C.O.W. meeting is October 31, 2015 from 9:00am – 11:00am.

Around the Table: Geyer-Ross has a guest from Sweden visiting for 9 days. Hensley's grandchildren are visiting from AZ for 3 weeks and she received her OMA certificate. Hodges said the Dr. Gesundheit's show at the Library last Monday night was really good. McCleary went to Pittsburgh for a 4 day workshop and last Saturday he was recognized by the IHSA for 50 years as an official.

Adjournment: McCleary moved to adjourn. Matkowski 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 8:00 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary