

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 23, 2015**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 p.m.

**Trustees Present:** Michelle Geyer-Ross, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Matt Matkowski, Mark McCleary.

**Trustees Absent:** Tammy Hensley.

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

**Introduction of Visitors:** Graham Harwood, CCS International; Michelle Hoffman, Circ/Outreach Associate.

**Public Participation:** None.

**Report on Readathon 2015:** Michelle Hoffman reported that the Readathon was a success with approximately \$4000.00 being raised.

**Approval of the Minutes of the 09/16/2015, Special Meeting:** McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported that the Special Meeting scheduled for September 30, 2015 will be rescheduled to September 29, 2015 at 6:30 p.m.

**Committee Reports:** None.

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

**Approval of bills/check register for September 2015 (FY 2015-2016) in the amount of \$60,069.15:** McCleary moved to approve the check register for September 2015 in the amount of \$60,069.15. 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 noted that the Library received tax distributions this month.

**RAILS News:** Hodges reported that RAILS offers Talking Books brochures and posters. Also, the Read for Hero's at Glen Ellyn Library was highlighted.

**Legislative Update:** None.

**Report of the Friends of the Library Liaison:** Geyer-Ross reported the Friends Potbelly's fundraiser is on October 15, 2015 from 4:00 p.m. – 7:00 p.m.

**Report of Gifts and Programs Sponsorships:** Hill noted one donation and one adopt-a-magazine subscription.

**Correspondence:** None.

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

## **Library Director's Report:**

### **Board Information:**

- Hill and Hubbard met with Christopher Nye from the Diocese and Father Mark. Mr. Nye indicated they would be willing to swap their parking lot for the Library's. The Library will need to work on an agreement which will incorporate the Library being responsible for moving the sign, flagpole, demonstrating use of north parking lot, removal of fence, etc. Lots to work out but a very positive meeting. Hill will proceed to discuss ramifications with the village manager.

### **Building(s):**

- The Library staff had to call First Point since a sensor for the 2nd floor workroom went out.
- The Library staff continues to work on reorganization of 2nd floor workroom and reading room to accommodate staff from the Annex moving back.

### **LINC**

- The Board of Directors met on 9/11. Hill has included the packet.

### **Friends:**

- Friends met on August 12 and discussed fundraising opportunities and murder mystery event.

**Strategic Plan Update:** None.

### **Other:**

- Hill discussed the plan for a new phone system for the Library.
- Hill said that seven Architect interviews were conducted on 9/22/15 and 9/23/15. Graham Harwood said two finalists were selected and they are Williams Architects and Endberg Anderson. The two finalists will present to the Board at a Special Meeting on 9/29/15 and the Board will decide on which firm to hire.

### **Unfinished Business:**

***Discussion of Staff/Volunteer Recognition Event:*** Hill discussed preparations for the Staff Recognition Event on October 15, 2015.

### **New Business:**

#### ***Resolution setting forth financial requirements of the Villa Park Public Library for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017***

McCleary moved to approve the Resolution setting forth financial requirements of the Villa Park Library for the Fiscal Year beginning May 1, 2016 and ending April 30, 2017. Hippensteel seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Executive Session: Business Matters (Purchase/Lease of Property):** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be October 28, 2015. A Special Meeting will be held on September 29, 2015 at 6:30 p.m. The next C.O.W. meeting is October 31, 2015.

**Around the Table:** Hodges said she went to see the play Peter and the Starcatcher. Hubbard went to the Illinois Wine Fest at Starved Rock. Matkowski said his daughter got her 1<sup>st</sup> library card.

**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 8:37 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary