

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
March 23, 2016**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 p.m.

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

**Trustees Absent:** Matt Matkowski.

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

**Introduction of Visitors:** Andy Dogan and Mark Bushhouse from Williams Architects, Graham Harwood from CCS International.

**Public Participation:** None.

**Approval of the Minutes of the 02/24/2016, Regular Meeting:** McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she met with Hill twice and the information they discussed is included in the Library Director's Report.

**Committee Reports:** None.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for March 2016 and all was in order.

**Approval of bills/check register for March 2016 (FY 2015-2016) in the amount of \$95,176.91:** McCleary moved to approve the check register for March 2016 in the amount of \$95,176.91. 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.

**Financial Reports:** None.

**RAILS News:** None.

**Legislative Update:** Hubbard reported that ILA mentioned Senate Bill 2059 which would provide for higher education funding and library per capita grant funding.

**Report of the Friends of the Library Liaison:** None.

**Report of Gifts and Programs Sponsorships:** Hill noted two adopt-a-magazine subscriptions.

**Correspondence:** Hill gave the trustees a printout from the website everylibrary.org.

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

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

### **Board Information:**

- The primary election was held last Tuesday.
- Hill placed two proposals in the board packet for community surveys related to the building project. There was initial thought that these surveys might be beneficial. Hubbard had also attended the meeting with the firm's representative.
- Hill and administrative staff met with representatives from Harris Bank in order to set up the property tax disbursements through Harris rather than Illinois Funds—Illinois Funds is an investment option only now. The library has a collateral agreement with BMO Harris in place in order to protect the library's dollars and the agreement was reviewed by Sikich and the library attorney.
- Since we need to start moving on the public finance portion of the building project, Hill checked with Hubbard and then contacted Steve Larson at Ehlers for a proposal.

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

- Hill asked the architect for cost estimates on the concrete fascia panel replacement and improvements to the main stairway.
- The architect indicated a similar project at Naperville was running between \$45,000 and \$55,000. Replacement of the concrete fascia panels would be approximately \$120,000.
- Hill would like to explore moving the election process to the first floor—east side of the room. It is too difficult for seniors to make their way up the stairs and the elevator is too far away.
- After some discussion on building needs, it was a consensus of the Board to have Williams Architects put together a proposal for a main stairway upgrade.
- Hubbard and Hill have discussed the following meeting dates for the next Resource. It was the consensus of the Board to proceed with the following dates:
  - *Wednesday, May 11 from 7-9 p.m.*
  - *Saturday, June 11 from 9-11 a.m.*
  - *Tuesday, July 12 from 3-5 p.m.*
  - *Thursday, August 4 from 7-9 p.m.*

### **Kiwanis:**

- Please let Hill know if you'd like any onions. (\$10 for 10 pound bag)

### **Staff:**

- The Library has hired Danielle Bober as our new Graphic Designer.
- The Library has hired Curtis McParland as our new Youth Services Assistant II. McParland had been a Page here a few years ago.
- Kandice Krettler just filled the open Page position.

### **LINC**

- Hill attended the 3/11 meeting at Bloomingdale. The meeting packet is included in your board packet. The Board of Directors will be voting to approve the changes to the by-laws at the April meeting. The major revision is moving to allow other types of library join the consortium—aligning us with the LLSAP guidelines that RAILS has defined.

### **Friends:**

- Friends met on 3/9/2016. Ingrid Durham and Michelle LaRusso are working on several fundraisers—firm dates and locations are placed in the Resource.

**Services:**

- The next issue of the Resource is being designed for publication at Creekside.

**Strategic Plan Update:** None.

**Other:**

- Hill said the Library had received some sponsorships for the Summer Reading Tee Off.
- Hill reported that the School District 45 Art Fair will be held on April 15, 2016 from 6:00 – 8:30 p.m. at Willowbrook High School and that the Library will have a table there.
- Hill stated that Lesley Cyrier and Nancy Gergets are working on a grant from Better World Books.
- Hill said the Village of Villa Park, Parks and Recreation Department is having a Senior Citizen Fair.
- Hill passed around an invitation to board members that the Library received from the Islamic Foundation for an open house on Saturday March 26, 2016.
- Hubbard asked about the PRG survey proposal. Hill said a proposal for survey was received from PRG and board discussion ensued. Hubbard stated that board discussion will be continued at the next board meeting.

**Unfinished Business:**

***Discussion of building needs (Williams Architects / Andy Dogan & CCS International / Graham Harwood):*** Andy Dogan of Williams Architects presented a progress update for the last month highlighting ongoing community input, refined conceptual site and building layouts, and explored concept exterior elevations. Dogan said Williams Architects will work with CCS International to determine potential costs. The next open house is on April 18, 2016 at 1:00 p.m. and 7:00 p.m. Mark Bushhouse of Williams Architects suggested having Williams Architect representatives do presentations at future outreach events in addition to open houses. The board discussed a referendum question for this November and it was a consensus of the board to wait until April 2017.

**New Business:**

***Approval for the adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2016 and ending on April 30, 2017:*** McCleary moved to approve the resolution of adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2016 and ending on April 30, 2017. Geyer-Ross seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

***Discussion on amending the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2015 and ending on April 30, 2016:*** Discussion ensued on amending the annual FY 2015-2016 budget and Hill said that next month she will present the amended FY 2015-2016 budget to the board.

***Proposal for Municipal (Financial) Advisory Services from Ehlers, Inc. in the amount of \$9,750:*** McCleary moved to approve the proposal for Municipal (Financial) Advisory Services from Ehlers, Inc. in the amount of \$9,750. Hippensteel seconded the motion. Hill reviewed the proposal and discussion ensued. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Executive Session: Personal Matters (Evaluation of the Library Director):** None. Rescheduled to next board meeting.

**Department Reports:** Hill reported that circulation and gate counts are up.

**April 2016 Calendar:** Hill reviewed the Library calendar for April 2016.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be April 27, 2016 and will begin a half hour early at 6:30 p.m.

**Around the Table:** Geyer-Ross said she is going to Ireland, Manchester and Scotland this month. Hippensteel said he is going to Florida this month.

**Adjournment:** McCleary moved to adjourn. Hippensteel 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 9:31 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary