

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
Villa Park Public Library (Annex)
Special Meeting / January 30, 2016**

Call to Order: President Pat Hubbard called the Special Meeting of the Villa Park Public Library Board of Trustees to order at 9:00 a.m.

Trustees Present: Michelle Geyer-Ross, Dan Hippensteel, Pat Hubbard, Mark McCleary,

Trustees Absent: Tammy Hensley, Lydia Hodges, Matt Matkowski

Introduction of Visitors: Sean Birmingham, John Bradford, Kandice Krettler

Public Participation: None

Report of the Board President: None.

Approval of the January 18, 2016 (1-3 pm) Special Meeting Minutes: McCleary moved to approve the minutes. Hippensteel seconded the motion. The minutes were approved as revised.

Approval of the January 18, 2016 (7-9 pm) Special Meeting Minutes: : McCleary moved to approve the minutes. Hippensteel seconded the motion. The minutes were approved as revised.

Library Director's Report: Hill provided the Board with an update on the architect's meeting, the Open House plans, survey results, and the FY2016/2017 budget draft.

Department Reports: Krettler provided the Board with reports on the Jefferson Outreach efforts, Oakbrook Terrace outreach, and improvements to the Library's statistics.

Bradford reported on the Collection Management Plan revision, the collection maintenance progress, and the plans to welcome an intern from the College of DuPage LTA program.

Birmingham gave the Board an update on the development of core competencies for staff, the web site upgrade, the winter reading clubs, and program participation.

Unfinished Business: Hill stated the DVD shelving was ordered and would be in-house on February 17. She indicated a new Evaluation Form/Tool has been worked on and the change communicated with staff. She reported that she, Krettler, Soutar, Cioper, and Huang have been working on a brand guide which will be introduced to staff on February 8.

Planning of Future Meetings: Next Open House is scheduled for February 15. The next board meeting is scheduled for February 24.

Adjournment: McCleary moved the meeting be adjourned. Ross seconded the motion. The Special meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 10:55 a.m.

Submitted by:

Sandra Hill
Recording Secretary