

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
October 24, 2016**

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

**Trustees Absent:** Tammy Hensley, Dianne Luebker.

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

**Introduction of Visitors:** Steve Larson and John Piemonte, Ehlers; Graham Harwood, CCS International; Mark Bushhouse, Williams Architects.

**Public Participation:** None.

**Approval of the Minutes of the 09/28/2016, Regular Meeting:** McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 10/01/2016 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 she met with Hill and they discussed the property swap and timeframe for a referendum. She said everything should be filed by mid-January. Hubbard also spoke to Hill about presentations for the Citizens Informational Meeting as well as the Village Board. Hubbard and Hodges attended the ILA Trustees Day last Thursday.

**Committee Reports:** Hubbard spoke about the presentation to the Citizens Informational Meeting on October 17<sup>th</sup>.

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

**Approval of bills/check register for October 2016 (FY 2016-2017) in the amount of \$75,636.01:**

McCleary moved to approve the check register for October 2016 in the amount of \$75,636.01. Hippensteel seconded the motion. Hill stated that Carolyn Turner had revised the check register report by reformatting it. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Financial Reports:** None.

**RAILS News:** Hodges reported the next Trustee training class will be 2/18/17 and the Trustee luncheon is 2/17/17.

**Legislative Update:** None.

**Report of the Friends of the Library Liaison:** Geyer-Ross reported the following:

- Treasurer's report: \$14,613.54
- Donation to the Library – Wish List - \$2,093.45
- Barnes and Noble Fundraiser – December 11, 2016

**Report of Gifts and Programs Sponsorships:** Hill noted one donation from the Friends of the Library.

**Correspondence:** None.

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

**Library Director's Report:**

***Board Information:***

- Next building project public meeting is scheduled for October 27 at 9 a.m.
- It appears that the Target TIF may be closing next year instead of the following year.
- The library's new web site is up and running. Dan Criscione will be at the next board meeting to go over some of the features with the board.
- Enjoyed the ILA conference last week (10/18-10/20)
- Hill included the Resolution for the building project as part of her report so the Board could review it and schedule a date for adoption.

***Building(s):***

- Horn Steel will be installing the railing sometime later this week. This is the last phase of the stair project.
- Admin staff will start working on the Live and Learn Construction Grant for the replacement of the concrete fascia panel.
- The tenant anticipates moving out by November 1.
- Hill reported she had an email from the village regarding Village permit fees.
- Hill mentioned needing new gas meter installation.

***Kiwanis:***

- Our project one day is scheduled for Saturday, October 29 at the Humanitarian Services Project.
- Spaghetti Dinner is planned for Friday, November 18 at Willowbrook HS. Musical is Mary Poppins and follows the dinner.

***LINC/SWAN***

- Hill attended the SWAN Board meeting on 10/24 at RAILS. There is continued discussion regarding an impact fee for SWAN membership.

***Staff***

- The Library currently has a page position and a youth services assistant position open (both part-time).
- Everyone enjoyed the staff and volunteer recognition dinner.
- Meg Rose and Hill are working on FLSA changes to policies. Hill would ask the Board to consider a second meeting in November to get these changes reviewed and hopefully approved. Rose attended the Management Association's HR Conference on October 13 and came back with information on the necessary changes in policy and procedure.

***Friends:***

- Rehearsals for the murder mystery play are continuing.

***Services:***

- Ongoing: Hill has asked staff to explore the Dollar General Literacy Grant opportunity.

***Strategic Plan Update:*** None.

**Other:**

- Hill stated staff would be moving the curved shelving in Youth Services in early November after the Murder Mystery play.
- The Per Capita Grant application is due January 15, 2017.

**Unfinished Business:**

**Stairway Project:** Hill said the railings are all that are left to do. She commended Michael McMahon on a wonderful job and reported that he saved the Library approximately \$25,000 - \$30,000.

**New Business:**

**Resolution authorizing exchange of real estate and execution of land exchange agreement and related documents. Agreement authorizes the exchange of parking lots between the Library Board of Trustees and the Roman Catholic Diocese of Joliet Trust:** McCleary moved the resolution authorizing exchange of real estate and execution of land exchange agreement and related documents be approved. Hippensteel seconded the motion. Discussion ensued and Hill reported that the Easement and Deed documents will come later in April 2017. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

***Review and Discussion of Building Project Plan: Renovation and Addition. Project plan includes information on project and design, pro forma budget, schedule, and plan of finance:***

- Graham Harwood from CCS International reviewed with the Board the plan they put together for Village Board approval which includes the following sections: Brief Description, Design, Proforma Budget, Schedule, and Plan of Finance.
- Steve Larson from Ehlers presented their Financial Planning Report to the Board. He also put together a chart with different home values and handed it out to the Board. Larson also stated he will be retiring in January 2017 and that John Piemonte and Adrienne Booker will continue to work with the Library after his retirement.
- Hill indicated she would contact the village finance director so he could discuss project with Ehlers.
- Mark Bushhouse from Williams Architects said they are ready to go forward.

**Department Reports:** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be Monday, November 21, 2016 and a Special Meeting will be Monday November 7, 2016 at 7:00 p.m. The next Committee of the Whole meeting will be Saturday January 28, 2017 at 9:00 a.m.

**Around the Table:** Hippensteel is hopefully going to Cleveland for Game 1 of the World Series. Hodges went to the ILA conference and said it was very interesting.

**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 8:27 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary