

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 22, 2017**

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, Dianne Luebker, Mark McCleary.

Trustees Absent: Tammy Hensley.

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

Introduction of Visitors: Steve De La Rosa.

Public Participation: None.

Approval of the Minutes of the 01/25/2017, Regular Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 01/25/2017 Executive Session Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 01/28/2017, 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: Hubbard reported that she wanted the Board to review Hill's evaluation from last year in anticipation of this year's evaluation. Hubbard said she went with McCleary and Hill to this year's Library Legislative luncheon. Hubbard stated that she met with Hill on 2/3/17 and they discussed the organization meetings they will be attending next month.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for February 2017 and all was in order.

Approval of bills/check register for February 2017 (FY 2016-2017) in the amount of \$61,959.52: McCleary moved to approve the check register for February 2017 in the amount of \$61,959.52. Hippensteel seconded the motion. Hill noted that the elevator maintenance for Colley Elevator is now quarterly instead of monthly and the check for Utica Insurance is an additional insurance premium for worker's compensation. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill stated that the Library received a Non-Current Tax Distribution this month. Hill reviewed the PMA investments monthly report.

RAILS News: Hodges reported the following seminars are on the RAILS website: Podcast on fundraising; IT Security for Libraries webinar; Simple Strategies for Social Media webinar. There is an upcoming program titled Assisting Immigrant Communities at the Oak Park Library. SWAN welcomes 19 new libraries with an anticipated go live date of June 2018. RAILS has a Trustee Academy with short takes for trustees. LWT (Librarians Working Together) Staff Development Day is coming up next month.

Legislative Update: Hill reported the state is still working on a budget. Hill said that State Senator Tom Cullerton will be at the Library in March.

Report of the Friends of the Library Liaison: Hill reported the Friends donated money for a large format printer which was delivered to the Library this week.

Report of Gifts and Programs Sponsorships: Hill noted there were three donations and two adopt-a-magazine subscriptions.

Correspondence: The Board reviewed correspondence from the following:

- IL Secretary of State and State Librarian Letter regarding the “Illinois Reads” initiative.
- The “Illinois Reads” Brochure.

Letters to Departing Staff Members & Thank You Letters: A letter to departing staff member Nicole Wagner was signed.

Library Director’s Report:

Board Information:

- The Library has worked with the Friends on scheduling the book sale in May. We have asked to have the Friends mystery play put on hiatus for a year. The Friends will be present at the Citizens Committee’s fundraiser to be held at Crazy Pour.
- The Library continues to work on a special issue of the Resource to be delivered to Villa Park households during the week of March 27th. We have another flyer which we hope will be out by the beginning of March.
- The Oakbrook Terrace agreement was approved at the February 14th Oakbrook Terrace city council meeting and is in hand for the board meeting on February 22nd.
- Hill attended the Tech Services Task Force meeting held at Villa Park on 2/16/2017.

Building(s):

- The Library submitted the Live and Learn Construction Grant and the Per Capita Grant. Hill will be driving down to Springfield on March 2nd with Graham Harwood and Andy Dogan to answer questions on the Live and Learn Construction Grant application.

Kiwanis:

- Thanks for your support for the bowlathon. Hill said she bowled over 100 on all three games and that Hippensteel bowled very well. The club had over \$1200 in donations for the Spastic Paralysis Research Foundation.

LINC/SWAN

- The LINC board of directors met on 2/10 at Villa Park. Aaron Skog from SWAN and Ann Slaughter from RAILS attended the meeting.

Staff

- Kandice Krettler has hired Christi Vandernaald as a temporary page replacing Noah Sporavedi.
- Jean Jansen and Sean Birmingham are interviewing for a part time YS assistant (Nicole Wagner’s replacement).

Friends:

- Ongoing: Administration will be assisting the Friends with reporting.

Services:

- Krettler completed the RAILS grant for literacy materials for families at North School.
- Lesley Cyrier completed a Dollar General grant for Spanish language materials for the collection.

Strategic Plan Update: None.

Library Annual Certification: Hill reported that the annual certification was completed and submitted.

Other:

- Hill reported that the Daily Herald booked the conference room to interview village candidates on March 8th.
- Hill said that the Library is considering becoming a Passport Acceptance Facility and Jeff Sand and John Bradford are researching it.
- Hill reviewed the Vending Machine information and she said the Friends of the Library would get 10% of the revenue from the machine.
- Hill mentioned that Kandice Krettler organized the College of DuPage free assistance with electronic preparation of tax returns provided by College of DuPage students and she said we have had a good turnout.
- Hill said the Chamber Scholarship Breakfast is March 9th at Willowbrook High School.
- Hill reported that she met with all staff in several meetings regarding potential budget cuts.

Unfinished Business: None.

New Business:

Approval of the LINC FY 2017/2018 Annual Operating Budget: McCleary moved to approve the LINC FY 2017/2018 Annual Operating Budget. 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.

Approval Renew Library Service to the City of Oakbrook Terrace. The annual single family residence fee has been increased to \$249.67, plus a service fee of \$4.03 (total of \$253.70), effective May 1, 2017 and the annual apartment fee shall be \$203.56, plus a service fee of \$4.03 (total of \$207.59): McCleary moved to approve to renew library service to the City of Oakbrook Terrace. 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, 2016 and ending on April 30, 2017: Hill reported that the amendments to the FY 2016/2017 annual budget will be worked on the next few months and a draft will be presented at the April 2017 board meeting.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2017 and ending on April 30, 2018: The Board discussed the proposed FY 2017/2018 budget.

Disposal of Library Furniture and Equipment: Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of one Dell computer, one monitor, and one A/V receiver. McCleary moved to approve the disposal of obsolete and/or damaged equipment. 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.

Approval of Graphic Designer/Artist and Automation Services Coordinator job descriptions:

McCleary moved the job description for Graphic Designer/Artist be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved the job description for Automation Services Coordinator be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Department Reports: Hill reported the Circ. renewals and borrowed items were all up and the gate counts were down.

March 2017 Calendar: Hill reviewed the Library calendar for March 2017.

Planning of Future Meetings: Hubbard noted the next Board meeting will be March 22, 2017.

Around the Table: Hippensteel said that trivia night is March 4th. Luebker said she had a nice time in Florida and that she will be attending four trivia nights.

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 8:43 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary