

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 25, 2017**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:05 p.m.

Trustees Present: Steve De La Rosa, Tammy Hensley, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: None.

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

Introduction of Visitors: Graham Harwood, CCS International; Andy Dogan, and Carrie Kotera, Williams Architects; Maria Sovan, Upland Design.

Public Participation: None.

Approval of the Minutes of the 08/19/2017, Policy Committee Meeting: Hodges moved the minutes be approved. Hensley seconded the motion. The motion carried on voice vote by Policy Committee members.

Approval of the Minutes of the 09/27/2017, Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 10/10/2017 Finance Committee Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote by Finance Committee members.

Approval of the Minutes of the 10/13/2017 Building Committee Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote by Building Committee members.

Report of the Board President: Hubbard reported she and Hill met with Father Mark from St. Alexander's. Hubbard said they are very pleased with the parking lot swap and they said the communication was well done. Hubbard said it was a very good meeting.

Committee Reports: None.

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

Approval of bills/check register for October 2017 (FY 2017-2018) in the amount of \$206,220.07: McCleary moved to approve the check register for October 2017 in the amount of \$206,220.07. Luebker seconded the motion. Hill noted the check for Dell Marketing was for computer upgrades and the Utica check was for the annual insurance payment. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the Concrete Fascia Panels report, the Building Project report, the Tax Distribution report and the Annual Treasurer's Report.

RAILS News: None.

Legislative Update: None.

Report of the Friends of the Library Liaison: Luebker reported the following:

- The Friends gave the Library a check for \$6,535 for the new microfiche machine replacement.
- The Friends had 2 new members last month.
- Book sale amount collected: \$550.
- Dine Outs: Collected \$150 from Dominick's Pizza; Nov. 1 at Portillo's; Dec. 5 & 6 at Anyways.
- The general meeting had 38 members in attendance, which included the "Appraisal Night" by Leonard Auctions in which the Friends collected \$250 from the admission fee.
- Upcoming events: Carson's Community Days are November 8 to November 11; Yankee Candle sale; Giving Tree will be up on Nov. 24; Barnes & Noble gift wrapping is Dec. 10.
- The Friends will sponsor a tree in the Prairie Path for Joyful Traditions.
- Trivia night at Crazy Pour will be Nov. 14.

Report of Gifts and Programs Sponsorships: Hill noted there were two donations this month.

Correspondence: The Board reviewed correspondence from the following:

- Six "How are we doing" patron surveys and one patron comment.

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

Library Director's Report:

Building(s):

- We had a small leak on the second floor during the rain event on October 14. This has occurred in this spot in the past.
- We have set up an appointment with Father Mark from St. Alexander's to gather his input on the steps and planters to the south of the library.
- We will be ordering a storage container (MiBox) at the beginning of November.

Board Information:

- We asked the Finance Committee to approve the Treasurer's Report. We sent a copy to the Village Finance Director and the County. It is published in the Daily Herald. The Report is in the packet for your review.
- Administration is working on updating the library record retention request list. Meg Rose and Carolyn Turner met with the state representative on Monday, October 16. We have received approval for an updated list.

Kiwanis:

- Kiwanis held their business meeting at the Police Station on Wednesday, October 18 in the evening. In future, the library will host on the third Wednesday each month.

LINC/SWAN

- We are pulling together a list of features that we do not want to lose with the migration to SWAN.
- SWAN has asked us to sign off on the VPN connection to SWAN.
- Hill reviewed the LINC report and said the SWAN migration is going well.

Services:

- Ongoing: We received the passport application packet. Rose and Hill will be working on completing the forms. The library is moving ahead on becoming a passport facility.
- On an experimental basis, we have temporarily removed the user agreement when patrons sign in to the wireless network, to try to untangle some issues District 45 students have been having while accessing

the network through their Chromebooks. So for the time being, patrons' devices should be able to connect straight to the network without opening a web browser.

Staff

- Anne Hay will be retiring in November.
- Material Services has posted a part time processing clerk position.
- Circulation/Outreach: Katie Bennette moved into the circulation assistant position which leaves circulation with an opening for a page position.

Strategic Plan Update: None.

Other:

- Kandice Krettler is planning a field trip for the Family Literacy Project.
- Discussion of Library Board meeting dates for next year. Hill reviewed a draft of the Board meeting dates for 2018 and said she will bring a memo with the meeting dates for 2018 to the next board meeting for approval.
- Discussion of Library Annual Closings for 2018. Hill reviewed the draft of the annual closings with the board and she said she will bring a memo with the annual closings for 2018 to the next board meeting for approval.

New Business:

Approval of Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: McCleary moved the resolution setting forth the financial requirements of the Villa Park Public Library for the next Fiscal Year be approved. Koeller seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Disposal of Library Furniture and Equipment: Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of ten computers per the Library Technology Plan's hardware replacement program. In addition, staff would ask the Board to dispose of obsolete and damaged equipment consisting of one fax machine, one microfilm reader/printer, and one secretarial chair. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Koeller seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Review and Discussion of Serving Our Public: Standards for Illinois Public Libraries, Chapter 12 [Safety]: The Board and Hill reviewed the safety checklist from *Serving Our Public: Standards for Illinois Public Libraries, Chapter 12*.

Trustee Facts File, 3rd ed.: Review of Chapters 1-5: Hill indicated she will present a draft of the Per Capita Grant application at the November meeting which will include the Board's comments on the *Trustee Facts File*, Chapters 1-5 are part of the Per Capita Grant application.

Unfinished Business:

Exterior Improvement Project (Concrete Fascia Panels): Graham Harwood reported everything is going well and the target date is Thanksgiving. He said that two sides are finished except for capping and the third side is ready for them to start. He noted that the Library still has not received the grant money from the State. Hubbard asked Harwood to review the budget and he reviewed it with the Board.

Building Renovation/Expansion: Andy Dogan gave a presentation on the progress update. He said they submitted special use documents to the village for the November hearing; they reconciled the budget and began design documents; they had meetings with staff in October to refine and develop floor plans and discuss

interiors; they developed a landscape plan and exterior design; and they created new exterior renderings and fly around animations. Maria Sovan gave a presentation on the landscape plan and exterior design with details on the plantings. Carrie Kotera is the Director of Interior Design for Williams and she brought samples (“Pallet of Colors”) for the interior concept to show the Board. Kotera spoke about the carpet, flooring, paint colors for the walls and the lighting in the interior. Dogan asked the Board members if the “Pallet of Colors” was their vision of the library and they said yes. Lastly, Dogan showed updated exterior images and the fly around animation.

Department Reports: No discussions.

Planning of Future Meetings: Hubbard noted the next Board meeting will be Monday, November 29, 2017.

Around the Table: No discussions.

Adjournment: McCleary moved to adjourn. De La Rosa 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 9:36 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary