

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 29, 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: 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: Andy Dogan, Williams Architects.

Public Participation: None.

Approval of the Minutes of the 10/25/2017, Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 11/18/2017 Special Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard deferred to the Committee Reports.

Committee Reports: Hubbard reported that she met with De La Rosa and Hill on several occasions for the Building Committee regarding the building projects.

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

Approval of bills/check register for November 2017 (FY 2017-2018) in the amount of \$240,693.49: McCleary moved to approve the check register for November 2017 in the amount of \$240,693.49. Koeller seconded the motion. Hill noted the check for L.J. Morse was for the Concrete Fascia Panels project and the check for Ebsco Information Systems is for the library's magazine subscriptions. 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 monthly Tax Distribution report.

RAILS News: Hodges reported on the Net Neutrality issue. Also, she said there will be a Legal Immigration Services webinar on Dec. 6, 2017 and she passed around the *Oldest Treasures from 12 Great Libraries* article.

Legislative Update: De La Rosa remarked on the proposed tax code revision legislation.

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

- The Giving Tree is in the lobby.
- Next Dine-out is at Anyways on December 5 and December 6.
- Barnes & Noble gift wrap fundraiser is December 10.
- Carson's Community Days fundraiser collected \$150.00.
- Yankee Candle fundraiser is ongoing until January 2018.
- There will be a Scrabble game will be at the Friends meeting on January 10, 2018.

Report of Gifts and Programs Sponsorships: Hill noted there were nine adopt-a-magazine subscriptions this month.

Correspondence: The Board reviewed correspondence from the following:

- Klein Thorpe Jenkins correspondence: Municipal Libraries 2018 Appropriation and Levy Timetable.
- Klein Thorpe Jenkins correspondence: Municipal Libraries Board Actions Timetable.
- How Are We Doing Survey.

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

Library Director's Report:

Building Projects:

- Hill attended the commission meeting on Monday evening. Everything went well and the commission approved the plan going to the village for their approval. It appears that the library's plan will be reviewed by the village board at their December 11 board meeting.

Building(s):

- We continue to have problems with keeping both boilers on.
- Hubbard, Andy Dogan, and Hill met with Father Mark and Sue from St. Alexander's Church to discuss the plans for the south side of the library.
- We have three MiBox containers for storage.
- We are busy getting ready for the abatement work

Board Information:

- Meg Rose is working on record retention. Cheryl Delaney and Hill will need to start working on the library budget (8 month budget since the village is switching to a calendar fiscal year).
- Board meetings next year: Administration staff discussed the schedule for board meetings further. Our recommendation would be to move forward with the fourth Wednesday of the month except for June (prevailing wage) and October (tax levy request).

Kiwanis:

- Kiwanis held their spaghetti dinner on Friday, November 17th. It was a good evening.

LINC/SWAN:

- LINC and MAGIC staff members met with SWAN staff to review catalog searching. Jean Jansen is participating in this effort.

Services:

- Ongoing: We received the passport application packet. Staff will be contact via email to start online training.

Staff:

- Material Services has hired Clarissa Quattrochi as our new part time processing clerk position.
- Circulation/Outreach: Kandice Krettler should have a new page by the time of the board meeting.

Strategic Plan Update: None.

Other:

- Hill reported on two patron issues.
- Hill indicated concern regarding moving furniture and services after the abatement project was completed on the first floor and recommended the Library close on December 26, 2017. It was the consensus of the Board to close on December 26, 2017.

- Hill said there is a Village Board Meeting on Dec. 4, 2017 which will include the Library's tax levy request.

New Business:

Disposal of Library Furniture and Equipment: Staff requested permission from the Library Board to dispose of obsolete, unneeded, and/or damaged equipment consisting of one modular study unit (3 seats), one paperback aisle display unit, and two 6 foot wood tables. McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged equipment. De La Rosa seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Approval of the Per Capita Grant Application: Library staff have completed the grant application which will accompany the expenditure report for the last grant received. McCleary moved the Per Capita Grant Application be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Library Closings 2018: McCleary moved the Library Closings 2018 be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Library Board Meeting Schedule: McCleary moved the Library Board Meeting Schedule be approved. De La Rosa seconded the motion. There was some discussion. The motion carried on voice vote.

Unfinished Business:

Exterior Improvement Project (Concrete Fascia Panels): Andy Dogan reported that the project is substantially complete except for a few things that need to be resolved. Dogan said that overall the contractor did a good job and they finished early and under budget.

Building Renovation/Expansion: Dogan reported that the Library attended a meeting at the village with the Planning and Zoning commission last week and that the project was unanimously approved by the commission and it will go to the village board next month. Dogan gave a phasing discussion presentation and reviewed the two phases for the project as well as the post phase of the project. He reviewed the updated project schedule and said that at the next board meeting they will present a virtual tour of the inside of the building.

Department Reports: No discussions.

Planning of Future Meetings: Hubbard noted the next Board meeting would be December 27, 2018 with a start time change from 7:00 p.m. to 6:00 p.m.

Around the Table: De La Rosa said he is starting to get ready for Christmas. Hensley stated she is looking forward to her vacation in Arizona. Koeller noted she was happy to be donating a number of books that she had at home. Luebker mentioned she is going on vacation to Florida. McCleary said he will be at the Lisle Historical Society to demonstrate an ancient lathe.

Adjournment: McCleary moved to adjourn. Koeller 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 9:00 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary