VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 26, 2018

Call to Order: Vice-President Hodges called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 p.m.

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

Trustees Absent: Pat Hubbard.

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

Introduction of Visitors: Graham Harwood, CCS International; Andy Dogan, Williams Architects.

Public Participation: None.

Approval of the Minutes of the 01/24/2018, Regular Meeting: McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 02/03/2018, Special Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 02/12/2018, Finance Committee Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote by Finance Committee members.

Report of the Board President: None.

Committee Reports: McCleary said the Finance Committee met and discussed the stub year budget.

Report of the Treasurer: McCleary stated he had reviewed the check register for February 2018 and all was in order.

Approval of bills/check register for February 2018 (FY 2017-2018) in the amount of $295,124.15: McCleary moved to approve the check register for February 2018 in the amount of $295,124.15. Koeller seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the monthly reports for the Concrete Fascia Panel Project and the Building Renovation/Expansion Project.

RAILS News: McCleary said he went to the Trustees Luncheon on Friday 2/16/18 and De La Rosa stated he went to the Trustees Forum on Saturday 2/17/18. De La Rosa said he will send an email to the Board with the presentation from the Trustees Forum.

Legislative Update: None.

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

- Upcoming elections for the Friends of the Library.
- Dine at Manny's Ale House in March.
- Next Friends meeting is March 14, 2018.

Report of Gifts and Programs Sponsorships: There were seven adopt-a-magazine subscriptions and one donation this month.

Correspondence: None.

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

Library Director's Report:

Building(s):

- Staff had to replace a contact switch for the electric panel for the first floor lights. The switch cost approximately $1500.00. Michael McMahon completed the work on Sunday, the 19th.
- One of the front doors started slamming shut which indicates the hydraulics is not working. We contacted a vendor and they are working on the door.
- The Library experienced another instance where both boilers have turned off (Sunday, the 19th).
- Many meetings with staff and architects this past month.
- Worked on cleaning service proposals. Tenacious Cleaning will be providing cleaning service until Dec. 2018.
- The notice for prequalification for construction work was placed in the Daily Herald on 2/23/18. The supporting documents are on the web site. Submission is due on March 5.

Board Information:

- This year's Technology action plan is in tonight's board packet.
- The contract for library services with Oakbrook Terrace is in tonight's board packet.
- The draft of the budget is in this month's packet. The Village is shifting to a calendar year, next year's budget will be a stub year. Cheryl Delaney and I worked on determining what we would be spending (what bills would be due) for those 8 months. We discussed the accounting aspect of this with Brian LeFevre at Sikich. Our Fund Balance Policy provides for the expenditure of funds in the 2019 year thus addressing the cash flow issue.

Kiwanis:

- The Kiwanis business meeting was held at the Library on 2/21. The club is gearing up for Vidalia Onion Sale and the summer concerts.

LINC/SWAN:

- Hill has included the LINC Board Packet for your review.
- Staff attended a number of SWAN workshops and training sessions.

Services:

- Ongoing: Staff started the online training for Passport Services. We will need to start work on a policy for this service.
- As the Library progresses on the building project, Hill would also suggest reviewing our meeting room policy.
- Hill attended another meeting at the Odeum for the Celebrate 28 event which the village is planning to have on April 28.

Staff:

- Solution Squad planned a "Hot Breakfast" in honor of February being "Hot Breakfast Month. We have replaced 100 days of safety to three staff appreciation celebrations during the year.

- The Library will be modifying the phone answering slightly this upcoming month. The auto attendant will answer and ask the caller if they know their party's extension, to key it in, otherwise stay on the line and your call will be answered.

Friends:

- Next fundraiser is in March at Manny's Ale House.
- Hill attended the Friends meeting on 2/21/18.

Strategic Plan Update: None.

Other:

- Hill said she will be on vacation for one week in March.
- Hill noted the Chamber of Commerce Dinner is on Wednesday 2/28/18.
- Hill reminded the Board that they will be receiving their Statement of Economic Interest via email.
- Hill reviewed a Library comparison report prepared by Lauterbach & Amen.

New Business:

Approval to Renew Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace included). The annual single family residence fee has been increased to $250.08, plus a service fee of $4.03 (total of $254.11), effective May 1, 2018 and the annual apartment fee shall be $203.91, plus a service fee of $4.03 (total of $207.94): McCleary moved to approve to renew library service to the City of Oakbrook Terrace. Luebker seconded the motion. Discussion ensued. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the stub year commencing on May 1, 2018 and ending on December 31, 2018: The Board discussed the proposed stub year budget commencing on May 1, 2018 and ending on December 31, 2018. The budget will be submitted for approval at the next board meeting.

Approval of Technology Action Plan for Stub Year 2018: Hill reviewed the Technology Action Plan for the Stub Year 2018. McCleary moved the Technology Action Plan for Stub Year 2018 be approved. Hensley seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Unfinished Business:

Exterior Improvement Project (Concrete Fascia Panels): Graham Harwood reported that the final documentation for the Live and Learn Construction Grant is being put together. He also said the Library is waiting for the grant check from the State of IL.

Building Renovation/Expansion: Andy Dogan gave an update. He said they are in the home stretch and the 90% construction document was submitted to the Library. He reported that many of the big design decisions have been defined and that Interior Design staff is working with the Library staff on finishes for the building. He brought samples of the major selections for the interior concept. Dogan stated they will be submitting documents for permits to the village. Harwood spoke about the Pre-Qualified Bid List and what happens with the interview process for the Qualified Bidders.

Department Reports: None discussed.

Planning of Future Meetings: Hodges noted the next Board meeting will be March 28, 2018.

Around the Table: Hodges talked about carpooling to the ILA conference in Peoria in October. Koeller said she is getting a new awning for her home.

Adjournment: McCleary moved to adjourn. Luebker 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 8:10 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary