

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
March 28, 2018**

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, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Tammy Hensley, Lydia Hodges.

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

Introduction of Visitors: Graham Harwood, CCS International; Andy Dogan and Sean Leider, Williams Architects; John Geatros.

Public Participation: Hubbard asked Geatros if he had anything to say for the public participation portion of the meeting and he indicated he did not.

Approval of the Minutes of the 02/26/2018, Regular 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 reported that she met with Hill and that she was updated on the building project.

Committee Reports: Hill said she will set up a Policy Committee meeting.

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

Approval of bills/check register for March 2018 (FY 2017-2018) in the amount of \$27,471.47: McCleary moved to approve the check register for March 2018 in the amount of \$27,471.47. Koeller seconded the motion. Hill noted that the Sikich payment was for their guidance on the SY budget and tax levy. De La Rosa asked how the LINC dissolution affects the budget and Hill explained the library will save about \$18,000/year and after the dissolution of LINC, Library will receive 9% of any funds LINC has leftover. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the ComEd bill, monthly reports for the Concrete Fascia Panel project and the PMA Investment Report.

RAILS News: Hill reported that she will include the Library Standards in next month's board packet and she said RAILS received their Per Capita Grant funding.

Legislative Update: De La Rosa reported he sent an email to the board with a proposal from the Library Trustees Forum he attended. He told to the board members to let him know if they are interested. De La Rosa also passed around some flyers for a program called *Candidate Boot Camp-Local Government Candidacy for Beginners* that will be at the College of DuPage on April 14, 2018.

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

- Had a dine out at Manny's Ale House on March 7.
- Next dine out is April 4 at Firehouse Subs on North Ave.
- April 11 is the elections of the Friends President and Secretary along with the program *Exotic Foods Around the World*.

- April 7 is a trivia contest at Willowbrook High School.

Report of Gifts and Programs Sponsorships: There was one donation this month.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: Hubbard noted that there was a letter to departing staff member Dan Criscione.

Library Director's Report:

Building(s):

- One of the front doors started slamming shut which indicates the hydraulics is not working. We have resolved this issue. We hope it will last us through the renovation.
- Many meetings with staff, architects, and interior designers this past month.
- Interviews of general contractors as part of the prequalification process were on Thursday, March 15 and March 16.

Board Information:

- We made some minor changes to the SY 2018 Budget documents—being a little more conservative on property tax receipts. Details are in the budget manual.

Kiwanis:

- Hill did a presentation of the library project for the club on 3/14. The club is gearing up for Vidalia Onion Sale and the summer concerts.

LINC/SWAN:

- Hill included the LINC Board Packet for your review. The LINC Board discussed the LINC dissolution with LINC attorney Jim Rock from Ancel Glink. There are some issues with the IMRF assets and liabilities that village libraries need to address with their corporate authorities. This drove the addition of the LINC dissolution resolution for the Library Board's approval tonight.
- Ongoing: Staff have attended a number of SWAN workshops and training sessions.

Services:

- Ongoing: We will need to work on policies for passport service and updating our meeting room policy. Once we go out to bid, we may have the month of April to address a couple of these issues.
- Hill attended another meeting at the Odeum for the Celebrate 28 event which the village is planning to have on April 28.

Staff:

- We have posted the Virtual Services Librarian position.
- We 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. We will begin this procedure on May 8th this year.
- Circulation Assistant, Hubble Hinkhouse will be leaving next month.

Friends:

- Attended the Friends meeting on 3/14/18.

Strategic Plan Update: None.

Other:

- Hill is working on evaluations for staff.
- Hill will email her evaluation form to board members for April's Board Meeting.
- Hill and Sean Birmingham will be meeting with a patron to discuss his behavior and review the code of conduct with him.
- Staff would like to start circulating board games.
- SWAN sent promotional material to the library to begin publicizing SWAN.
- Hill said that Rockford Public Library is allowing children to pay off their fines by reading books. Hill discussed this with the Library Board and it was the consensus of the Board for Hill to explore this for the Villa Park Public Library.
- Hill passed around a thank you card for the Shop Small Business that was in November.
- De La Rosa said he attended an event at a Chicago Public Library called *Punk Rock and Donuts* that he enjoyed.
- Hill showed the SWAN map with the all 97 libraries in SWAN to the Board.

New Business:

Resolution of the Dissolution of the Library Integrated Network Consortium. The eight member automation consortium will dissolve as the eight libraries have joined the System Wide Area Network (an automation consortium which will consist of 97 member libraries): McCleary moved to approve the Resolution of the Dissolution of the Library Integrated Network Consortium. Luebker seconded the motion. Discussion ensued. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Resolution Changing Fiscal Year of the Villa Park Public Library. The library fiscal year will be changed from a year extending from May 1 through April 30 to a year extending from January 1 through December 31 effective as of January 1, 2019: McCleary moved to approve the Resolution Changing Fiscal Year of the Villa Park Public Library. Luebker seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Unfinished Business:

Resolution approving 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: McCleary moved to approve the resolution of 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. De La Rosa seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Building Renovation/Expansion: Andy Dogan indicated it was almost 3 weeks ago that they had submitted the 90% building construction documents to the village for review and the permit and they are awaiting comments from the village. Williams Architects will be issuing an addendum to the bid documents that will incorporate any changes from the village's comments. Williams Architects continues to work with staff on details of the project. Graham Harwood said they received 17 RFQ's for pre-qualification and that he and Hill reviewed them and made a list of 10 to be interviewed of which 2 declined, so a committee of four (Hill, McMahan, Dogan, Harwood) interviewed 8 companies. A list of 6 companies were ascertained as qualified for the project and we are looking to go to bid on April 2, with bids due April 26. Hubbard asked if the timeline for completion of the project will still be June 2019 and Harwood said yes and that they will ask for a timeline from each company that bids. Also, Harwood noted that we are seeking proposals for material testing as well. Hill stated there will be a Special meeting in May once the bids have been received. Dogan then presented an updated virtual tour and answered questions from the Board. It was the consensus of the Board to go out to bid for a general contractor.

Department Reports: Hill noted that circulation is going down with the disarray of the collections most likely the cause.

Planning of Future Meetings: Hubbard noted the next Board meeting will be April 25, 2018. Hubbard also mentioned that there will be a Policy Committee meeting in April, a Special meeting in the beginning of May and that the Building Committee needs to meet also.

Around the Table: Koeller said that Father Mark is leaving St. Alexander's. McCleary said that five objects he made are on display in the Library display case. Hill talked about the groundbreaking ceremony in May.

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 9:12 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary