

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 25, 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, 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, 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 03/28/2018, Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

[De La Rosa arrived at 7:02 p.m.]

Report of the Board President: Hubbard reported that she met with Hill and Graham Harwood about the groundbreaking and the bids opening on 4/26/18.

Committee Reports: Hubbard reported the Building Committee had a met. They discussed the groundbreaking ceremony and the donor wall. Hill said she would like to schedule a Policy Committee meeting in the near future.

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

Approval of bills/check register for April 2018 (FY 2017-2018) in the amount of \$181,036.04: McCleary moved to approve the check register for April 2018 in the amount of \$181,036.04. Luebker seconded the motion. 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 Financial Statement report.

RAILS News: Hodges reported on the RAILS System Membership Standards. She said there was going to be a Podcast on community engagement in Joliet on how to serve the unsheltered homeless. She stated that there was an article on how Biblioboard uses e-resources and that a National Endowment for Humanities Grant was awarded to the Lenhardt Library of the Chicago Botanic Gardens.

Legislative Update: Nothing to report.

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

- Elections were April 11th – new President is Michelle LaRusso and new Secretary is Cathi Logan. The exotic food from around the world program was cancelled due to presenter's illness.

- Upcoming dine-outs: Jersey Mikes 5/9-5/13; Portillos 6/4 (from 5-8pm); Chipolte 7/16; Jimmy's Street Taco's 8/1.
- Upcoming Poetry Workshops: 5/14, 6/11, 6/25, 7/9, and 7/23.
- The Friends are looking for volunteers for the Kiwanis Summer Concerts on 7/11, 7/18 and 7/25.

Report of Gifts and Programs Sponsorships: Hill said a long time Villa Park resident who passed away included the Library in her will.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: There was a letter to departing staff member Hubbell Hinkhouse.

Library Director's Report:

Building(s):

- Boiler continues to turn off for no apparent reason.
- Project went out to bid this month. Bids are due April 26 at 2 p.m.
- Met with Hubbard, De La Rosa, and Kandice Krettler to discuss building and groundbreaking ceremony. Tentative plans are for ceremony to be held on May 19: perhaps from 1:00-2:30 p.m.
- There is a need to go before the village board to ask for a variance for the village's stormwater requirements.

Board Information:

- Hill and Krettler will meet on Monday mornings to start review of policies.

Kiwanis:

- Kiwanis had the business meeting at the library on 4/18. Several club members volunteered at the Humanitarian Services Project on 4/14. We packed 90 meals for seniors and 145 hygiene care packages.

LINC/SWAN:

- Hill has included the LINC packet on information which she provided to the village manager and village finance director regarding the LINC dissolution and IMRF.
- SWAN migration is this upcoming weekend.

Services:

- Department Heads and Hill have had several discussions on the service model this past month.

Staff:

- Sean Birmingham has set up interviews for the Virtual Services Librarian position.
- H. Hinkhouse has found a full time position at Oak Brook Library. Krettler is working to fill a circulation position.

Friends:

- Attended the Friends meeting on 4/11. Michelle LaRusso is the new President of the Friends and Cathi Logan is the new secretary.

Strategic Plan Update: None.

Other:

- Hill said the signed Certificate of Status of Total Exempt Property for Library property was included in the Board Packet.
- Hill passed around information for the groundbreaking ceremony and the summer reading program.

- Hill said on the RAILS System Membership Standards that RAILS reduced the standard for collection budgets from 12% to 8%.
- Hill asked for the Board's permission to investigate visiting the Morton Arboretum's Library for the Staff In Service Day in August. It was the consensus of the Board to proceed.
- Hill reported that we received the \$125,000 check for the Live and Learn Construction Grant and the 2017 Per Capita Grant funds.
- Hill asked Andy Dogan and Harwood to report on the Building Renovation/Expansion: Dogan said there were three main categories on design left and they made two changes to the virtual walk-through. He said the biggest thing currently is the bidding process and that over 80 people participated in the walk-throughs a few weeks ago. Dogan also said that they got comments back from the village for the permitting process and the village said the stormwater strategy requires village board approval. Dogan personally thanked Hill and her staff and said they have done great and he appreciates it. Harwood said the bid opening is tomorrow April 26th at 2pm and then there is a Special Board meeting on Tuesday May 8th at 7pm to present the recommendation to the Board.
- Hill said the Sikich Engagement letter and the 90th Anniversary logo are included in the Board packet.

New Business:

Approval of new job description: Computer Services Assistant: McCleary moved to approve the new job description for Computer Services Assistant. Koeller seconded the motion. Discussion ensued. The motion carried on voice vote.

Approval of revisions to the 2018 Wage and Salary Chart. Revisions include increasing the minimum for grades 1 and 2 by 2%, increasing maximum for all grades by 2.5%, and removal of all midpoint ranges: McCleary moved to approve the revisions to the 2018 Wage and Salary Chart. Hensley seconded the motion. Discussion ensued and it was noted that the chart should be revised and the new job title Computer Services Assistant should be added to the Wage and Salary chart under Grade 2. The motion carried on voice vote.

Discussion and review of Trustee Facts File 4th Edition, Chapters 6-10 (Chapter 6-Intellectual Freedom, Chapter 7-Planning, Chapter 8-Human Resources, Chapter 9-Facilities, Chapter 10-Budgeting and Financial Management): Board discussion ensued and Hubbard asked specific questions in Chapters 6 and 9 of the Trustee Facts File 4th Edition.

Discussion of System Membership Standards approved by RAILS Board: Hill noted that the System Memberships Standards was discussed earlier under the RAILS report.

Disposal of Library Furniture and Equipment: Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of four Dell 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 two Tripp-Lite SMART UPS/backups; one Panasonic 20" CRT TV; and five Dell laptops. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Hensley seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Unfinished Business: None.

[Hodges left at 8:30 p.m.]

Executive Session: (Semi-Annual Review of Executive Session Minutes and Personnel Matters: Evaluation of the Library Director): McCleary moved to go into Executive Session to discuss the Semi-Annual Review of Executive Session Minutes and Personnel Matters: Evaluation of the Library Director. 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. The Board went into Executive Session at 8:32 p.m.

McCleary moved to exit Executive Session. 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. The Board exited Executive Session at 9:47 p.m.

Actions, if needed, after Executive Session:

- McCleary moved to release Executive Session minutes for March 25, 2015; April 22, 2015; November 21, 2016; January 25, 2017; April 17, 2017; and April 26, 2017. 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.
- McCleary moved to approve the disposal of the verbatim records of Executive Session minutes older than 18 months. 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.
- McCleary moved to increase the Director's salary to \$101,746.64. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes: 6; No: 0; Abstain/Present: 0. Motion Carried.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Annual meeting and Board meeting will be May 23, 2018.

Around the Table: None.

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 9:52 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary