

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
May 23, 2018**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:20 p.m.

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

**Trustees Absent:** Tammy Hensley.

**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 04/25/2018, Regular Meeting:** McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 04/25/2018 Executive Session 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 she met with Hill several times to discuss the groundbreaking and changing from fiscal year to calendar year. Hubbard attended the bid opening and the 8 and 28 village celebration. She said that about 80 people attended the groundbreaking.

**Committee Reports:** Hubbard said the Building Committee met to discuss the groundbreaking and a donor wall.

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

**Approval of bills/check register for April 2018 interim checks in the amount of \$17,429.66:**

McCleary moved to approve the check register for April 2018 interim checks in the amount of \$17,429.66. Luebker seconded the motion. Hill noted that the AT&T payment was to move cable. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Approval of bills/check register for May 2018 (FY 2017-2018) in the amount of \$115,116.51:** McCleary moved to approve the check register for May 2018 in the amount of \$115,116.51. 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.

**Approval of bills/check register for May 2018 (FY 2018-Stub) in the amount of \$34,802.01:** McCleary moved to approve the check register for May 2018 in the amount of \$34,802.01. Koeller seconded the motion. Hill noted that the Ebsco payment was for databases and the first SWAN payment was this month. 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 Financial Statement report, PMA monthly statement and the tax distribution statement.

**RAILS News:** Hodges reported RAILS is having their online auction from 5/25/18 to 6/10/18; there is a “Librarians Guide to Homelessness” workshop on 6/14/18 at the Orland Park Library; United for Libraries is conducting an online survey; and RAILS provides a reduced fee to join the Management Association.

**Legislative Update:** De La Rosa reported that Springfield is coming to the end of their legislative year and that ALA’s website has information on a number of proposed bills they are highlighting.

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

- Next dine-out is 6/4/18 at Portillo’s on North Ave. in Villa Park from 5-8pm.
- The Friends will be helping out at the Kiwanis summer concerts.
- The Friends are looking to increase their membership.

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

**Correspondence:** None.

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

**Library Director’s Report:**

***Building(s):***

- Storm water variance was passed at the May 21st Village Board meeting.
- Met with Hubbard and Kandice Krettler to firm up groundbreaking ceremony plans.
- The reduced cleaning service agreement kicked into effect this month.

***Board Information:***

- We have brought two circulation policies to the board for revision in order to move on circulating board games.
- We have started work on the annual report to the state.
- With this year’s donation and the potential for future fundraising, the Building Committee has started discussing donor walls. Board discussion ensued, and it was the consensus of the Board to work on creating a donor wall. Hubbard indicated there will be continuing discussion on the donor wall and the Policy committee can meet to review the gift policy.

***Kiwanis:***

- We had the business meeting at the library on 5/16.

***LINC/SWAN/RAILS:***

- SWAN migration went fairly well. SWAN staff is working on resolving some data loading issues. The deduplication of the database is scheduled for Memorial Day weekend.
- There was some discussion by the State Library as to whether the library system could establish library standards at the last RAILS consortia meeting.
- Hill noted the LINC reimbursement check should be disbursed in the October/November.

***Staff:***

- Birmingham has hired a new virtual services librarian. Erin Damm will begin in June.
- Krettler has started interviews for the Circ/Outreach part time position.
- Delaney continues to investigate Morton Arboretum for our staff in-service visit. Morton’s is a member of the SWAN consortium.

***Friends:***

- Krettler and Hill attended the Friends meeting on 5/9.
- Jersey Mike's fundraiser started on May 16 and continued for 5 days.

**Strategic Plan Update:** None.

***Other:***

- Hill passed around a thank you letter from the Village of Villa Park.
- Hill passed around a Certificate of Acknowledgement from Dist. 88's L.I.F.E. Transitions Program. The certificate was presented to Michelle Hoffman and Kandice Krettler at the Dist. 88 breakfast.
- Hill noted that we received a \$75 donation from the nurses at Trinity Hospital in memory of library patron, Ann Harmon.
- We will be working on a Board calendar for the next board meeting.
- Hill discussed two patron issues with the Board.
- Hill asked Dogan and Harwood to report on the Building Renovation/Expansion: Dogan said they are already receiving submittals and things are happening. Dogan reported that they are awaiting the building permit from the village and hopefully we will have a permit next week. Harwood said we are ready to go except that there is a Com Ed issue that Dogan is working on.

**New Business:**

***Approval of Policy 710, Circulation: Loan Periods and Limits.*** The presented Policy 710 reflects minor revisions to the policy and adds board games as circulating items): McCleary moved Policy 710, Circulation: Loan Periods and Limits be approved. Luebker seconded the motion. The motion carried on voice vote.

***Approval of Policy 731, Circulation: Schedule of Fines and Fees.*** The presented Policy 731 reflects minor revisions to the policy and adds board games as circulating items): McCleary moved Policy 731, Circulation: Schedule of Fines and Fees be approved. Luebker seconded the motion. The motion carried on voice vote.

***Non-Resident Library Card Participation:*** Annual action required for non-resident library card participation. McCleary moved to issue non-resident library cards during the ensuing 12 months (July 1, 2018-June 30, 2019), per Illinois law. Koeller seconded the motion. The motion carried on voice vote. The fee formula for the non-resident card would be the Tax Bill Method.

***Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning on May 1, 2017 and ending on April 30, 2018: The FY 2017/2018 amended budget is presented for library board approval:*** McCleary moved to approve the resolution for amending the budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2017 and ending April 30, 2018. De La Rosa seconded the motion. Discussion ensued about the amended budget. After discussion, a Roll Call vote of the six members in attendance was taken: Yes: 6; No: 0; Abstain/Present: 0. Motion Carried.

**Unfinished Business:** None.

**Department Reports:** None discussed.

**June 2018 Calendar:** Hill reviewed the Library calendar for June 2018.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be rescheduled to June 27, 2018 at 7:00 p.m. Hill said she will schedule a Policy Committee meeting.

**Around the Table:** De La Rosa noted that summer activities are beginning. Hodges reported the sad news that her mother had passed away earlier in the month. Koeller mentioned that she likes to repurpose old furniture. Luebker said she had a great time at the groundbreaking ceremony. McCleary said that his granddaughter is participating in an event for the Girl Scouts at the Pheasant Run on 6/2/18.

**Adjournment:** McCleary moved to adjourn. Luebker seconded the motion. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 9:10 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary