

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 22, 2018**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:17 p.m.

Trustees Present: Steve De La Rosa, Tammy Hensley, Pat Hubbard, and Mark McCleary.

Trustees Absent: Lydia Hodges, Wanda Koeller, and Dianne Luebker.

Others: Sandra Hill, Library Director and Kandice Krettler, Recording Secretary;

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

Public Participation: None.

Approval of the Minutes of the July 25, 2018 Regular Board Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the August 16, 2018 Finance Committee Meeting: Hubbard 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 on Friday, August 3 to discuss a patron who communicated that there was no way to contact the library board via email. Hubbard reported that library patrons can now email the Board President via the "Contact Us" section of the library's website.

Committee Reports:

Policy Committee: None.

Building Committee: None.

Finance Committee: Another meeting will be needed in early September.

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

Approval of bills/check register for August 2018 (SY 2018) in the amount of \$136,669.52: McCleary moved to approve the check register for August 2018 in the amount of \$136,669.52. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the monthly Financial Statement report. McCleary asked for clarification about Proquest and what that was. Hill explained it was a database provider the library subscribes to including Ancestry.com. Harwood reported there would be a project budget report each month going forward.

RAILS News: Hill reported that the most recent RAILS newsletter included information about webinars which would meet the requirements of the Per Capita Grant application.

Legislative Update: None.

Report of the Friends of the Library Liaison: Hill reported the Movies at Cortesi Park went well. All the upcoming Dine-Outs have been scheduled for the next few months.

Report of Gifts and Programs Sponsorships: Hill reported that the annual donation from the Kiwanis Club was received in the amount of \$300.00 and that the administrative staff have created a spreadsheet for tracking donations.

Correspondence: The Board reviewed correspondence from the following:

- Villa Park Police Department thanking the library staff for participating in the annual National Night Out event held on Tuesday, August 7.

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

Library Director's Report:

Building Renovation/Expansion:

- The Naperville shelving is in storage in Villa Park. Staff worked with Hallett Movers who assisted in counting and organizing all the pieces.
- The Village shared the footage of the north wall demolition on their Facebook page.
- The water leak from the penthouse appears to be an air handler.
- Wight Construction has addressed the water coming into the building after a rain.
- Rose has worked with Hill on various furniture spreadsheets to organize where items will be placed in the new building.
- Krettler and Damm have held four training sessions on the new free study reservation software.
- Hill indicated she would confirm that two board members were interested in attending ILA this year (Hodges and Luebker).
- A donation wall proposal was viewed and discussed. McCleary stated he was not in favor of the proposal. After some discussion, the Board determined to investigate a Request for Proposal from local artists for the donor wall. In addition, it was noted that there is a local community member who is interested in donating towards a piece of public art.
- Harwood gave an update including: the new addition foundation was excavated and poured; the bioswale was excavated; parking lot excavation and compacting was taking shape; there were workers on site on Saturday working at no cost to us; trenching for utilities on the south side were coming up. Pingel noted the pipes for plumbing had been placed. Dogan note the following updates: Wednesday, the 15th, staff took a furniture tour; On August 21, staff noted what they liked and did not like for furniture, and he reported he will have furniture details at next month's board meeting.

Board Information:

- The Finance Committee met on August 16.
- Hill and Krettler will be witnesses for a court case involving a former staff member.
- The Finance Committee met and discussed the draft of next year's budget. Staff continue to be interested in an Outreach Van which could be purchased next year using the dollars the Library will receive from the LINC dissolution. In addition, the Committee discussed adding RFID conversion to the budget.

Kiwanis:

- Installation Dinner will be in September.
- Peanut Days will be the weekend of September 28.

- Kiwanis raffle for a TV (drawing will be in November).

LINC/SWAN/RAILS:

- LINC Board will be meeting in September at Bloomingdale. With hope the final audit will have been completed.
- Birmingham, Damm, Jansen, Krettler, and Sand attended the SWANstravaganza Conference on August 17.
- Hill attended the SWAN Strategic Plan Town Hall Meeting on August 2.

Staff:

- Staff In-service Day was Friday, August 10. Staff enjoyed the day.
- Birmingham and Damm will be conducting interviews for the new computer desk assistant next week.

Friends:

- Friends met in August and discussed various fundraisers and events.

Services:

- Staff are working on publicity for Library Card Sign-Up Month. Krettler is exploring with vendors and SWAN on return on investment language for issued receipts.
- The Village is interested in seeing a website created which incorporates businesses, community organizations, volunteer groups, and public bodies. Something similar to the Why Berwyn site (<http://whyberwyn.com>). The Yes Villa Park committee met on August 1 and Hill attended.

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 2 supply cabinets; 1 overhead projector; 1 LCD projector, 2 lateral file cabinets, 2 vertical file cabinets; 2 shelving units for CDs; 2 Estey shelving units; 4 Hon square tables; 2 tables on castors. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

Policy 105: Code of Ethics: The presented policy reflects minor revisions. McCleary moved Policy 105, Code of Ethics, be approved. Hensley seconded the motion. The motion carried on voice vote.

Policy 120: Freedom to Read: The presented policy reflects minor revisions and updates the Freedom to Read policy. McCleary moved Policy 120: Freedom to Read, be approved. Hensley seconded the motion. The motion carried on voice vote.

Policy 125: Freedom to View: The presented policy reflects minor revisions and updates to the Freedom to View policy. McCleary moved Policy 125: Freedom to View, be approved. Hensley seconded the motion. The motion carried on voice vote.

Policy 150: Reference Policy: The presented policy reflects minor revisions. McCleary moved Policy 150: Reference Policy, be approved. Hensley seconded the motion. The motion carried on voice vote.

Approval of Collection Management Plan: Revisions include adding more community analysis information, adding chapter book description, and edits to streamline the document. McCleary moved the Library Collection Development Plan be approved. Hensley seconded the motion. The motion carried on voice vote.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2019 and ending on December 31, 2019: The Board held a discussion on the adoption of the annual budget for CY 2019.

Unfinished Business: None.

Department Reports: Hill reported Circ reports are still being evaluated. There was some question to the data received from SWAN in their monthly reports and noted that Krettler and Karen Marnell will continue to evaluate the data.

Planning of Future Meetings: Hubbard noted the next Board meeting would be September 26, 2018. Hill indicated that staff start pulling together information for the annual holiday dinner and recognition program.

Around the Table:

De La Rosa is looking forward to a continued summer. McCleary noted he had the next two months free. Dogan reported that the American Institute of Architects had recently named the 200 Great Places in Illinois and the Addison Library (which was a project he worked on) was recognized. Harwood reported his sister had passed away last week.

Adjournment: McCleary moved to adjourn. Hensley 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 9:05 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary