

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 26, 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, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** Lydia Hodges.

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

**Introduction of Visitors:** Andy Dogan, Williams Architects; Graham Harwood, CCS International; Sean Hickey, Lauterbach & Amen; Ruth Ebbinghaus, Outreach & School Liaison Librarian.

Ebbinghaus provided updates of her activities including: community storytimes, the addition of two new community storytime locations (KinderCare Lombard and Gardener School in Oakbrook Terrace); the adjustment of community storytimes scheduling; Jefferson Middle School mini-library update; Latino Family Literacy Project program at North School (second group of parents); visits at Terra Vista; and participation in the Oakbrook Terrace Park District's Back to School playdate on August 23.

Hickey provided a brief overview of the audit. He noted the library received an unmodified opinion which is the best the library can receive. This means the information presented was materially correct. Hickey gave compliments to the staff members (Turner and Delaney) who assisted with the audit preparation. De La Rosa asked about actuary societies and Hickey explained the process they follow. Hubbard asked what a target number for funding was for IMRF. Hickey replied IMRF is approximately 97% funded over a longtime outlook. The next audit will be in January/February 2019. Koeller asked how long Lauterbach & Amen has worked with the Board. Hickey and Hill replied this was the fourth audit by the firm.

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** None.

**Approval of the Minutes of the 08/22/2018, Regular 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 09/08/2018, Finance Committee Meeting:** McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she met with Hill to discuss updates on construction.

**Committee Reports:** The Finance Committee met on September 8. Revisions were made to the budget being presented at the September 26, 2018 Board meeting. Hill noted that Delaney had caught an error in part-time salaries and dollars from building-contingency were shifted to this expenditure line for next fiscal year.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for September 2018. He had a question about the invoice for Midwest Tape. Hill explained the charges were from the online service, Hoopla, which is run by Midwest Tape. McCleary stated all was in order with the check register.

**Approval of bills/check register for September 2018 (SY 2018) in the amount of \$223,646.80:** McCleary moved to approve the check register for September 2018 in the amount of \$223,646.80. 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:** None.

**RAILS News:** Hill reported Damm attended notary training organized by RAILS. Jansen and Birmingham viewed webinars in preparation for the per capita grant application.

**Legislative Update:** De La Rosa referenced ILA legislative updates and new legislation dealing with extending library service privileges to non-residents.

**Report of the Friends of the Library Liaison:** Luebker reported the following: the next Friends General meeting is scheduled for Wednesday, October 10. The program will be *Exotic Foods*. The Friends held a membership drive throughout September. The Friends will be giving away (2) Portillo's gift cards for \$10 each to Friends who renewed their memberships by September 30. The next Dine-Out is scheduled at Dominick's on October 24 from 10:30 am-10:30 pm. The Friends are also exploring selling refreshments at the Depot on October 6 for the next More Brewing roll out.

**Report of Gifts and Programs Sponsorships:** Hill noted there was a donation from Ken Jacobson for magazines and from the Junior Women's Club in the amount of \$100.00.

**Correspondence:** The Board reviewed correspondence from the following: an anonymous patron letter was received; and Oakbrook Terrace Park District sent a thank you letter to Ebbinghaus for her participation at the Back to School Park Playdate. Hill shared a letter from the Gillen Family which thanked Michelle Hoffmann and library staff for their daughter's volunteer experience at the library.

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

### **Library Director's Report:**

#### **Building(s):**

- The temporary entrance on Saturday, September 15, worked well. McDonough took down the canopy on that Saturday. Sunday's work included excavating the canopy foundation.
- Wight continues to work on change orders that will need Board approval if amount is over \$20,000. Two change orders are in this packet.
- The library will be closed on Tuesday, October 2 from 9 am-2 pm for a scheduled ComEd power outage to take down the locust tree.
- Harwood gave a building update which included the following: the concrete slab has been poured; the exterior masonry is in progress including the elevator shaft; steel is coming; Wight is working on the water main access; the stormwater bioswale is done; Ardmore Avenue has been closed during the day while work on utilities continues; Michael McMahan's work area has been cleared; moving Birmingham & Krettler's desks is in progress; and asphalt on the north side needs to be completed before the library takes possession. Asphalt plants close around Thanksgiving.
- Dogan reported: Monument sign concrete was poured; Staff are reviewing what furniture needs to be purchased in order to ensure we have enough lead time for furniture and shelving orders. Chair samples have been ordered in various colors and fabrics for staff to provide input.

#### **Board Information:**

- The Finance Committee met on September 8.
- Hill and Krettler did not have to appear in a former staff member's court case. The case was settled.

- Hill researched and found two RFPs for artwork that could be used to draft a Request for Proposal for the donor wall.
- The need to reschedule the October meeting as outlined in the calendar no longer exists. The Board could shift to the fourth Wednesday next month. It was the consensus of the Board to proceed with an October 24, 2018 meeting.

#### **Kiwanis:**

- Installation dinner was postponed.
- Peanut Days will be the weekend of September 28.
- There will be a Kiwanis raffle for a TV (drawing will be in November).

#### **LINC/SWAN/RAILS**

- LINC Board met on September 21. LINC Board will meet in November at Bloomingdale Public Library. Some expenses remain. One more audit will be scheduled. Hill will have more information at the next Library Board meeting.

#### **Staff:**

- Cheryl Delaney planned the Staff Recognition and Holiday event. We will place a \$100 deposit for the December 7 event. Hubbard will work on menu selection with Hill.

#### **Friends:**

- Friends met in September. Possible fundraiser with More Brewing new release. Krettler is checking with Parks and Recreation on use of their building at Cortesi.

#### **Services:**

- The Village is interested in seeing a web site created which incorporates businesses, community organizations, volunteer groups, and public bodies, similar to the *Why Berwyn* site (<http://www.whyberwyn.com/>). The Yes Villa Park committee met again on September 5 and Hill attended. The group will meet again on September 27.
- Hill received notice that the library was nominated for the 2019 National Medal for Museum and Library Service. Staff have started work on the nomination form and accompanying documents. Hill and Rose will finish prep work and have the completed application at the next board meeting.

#### **New Business:**

***FY2017/2018 Audit Review and Approval:*** McCleary moved to approve the FY2017/18 Annual Financial Report. 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.

***Approval of Change Order (AFO#1 / PCO#5) for amount not-to-exceed \$18,862.60. (Revisions to the site plan include disconnection of the existing catch basin and storm sewer in the existing parking lot north of the library, revisions to storm sewer piping on site and on Ardmore Avenue, and additional signage in the new parking lot. These are all items that Village's review firm requested in their second plan review):*** McCleary moved to approve the Change Order (AFO#1 / PCO#5) for amount not-to-exceed \$18,862.60. 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 Change Order (AFO #6 / PCO #9) for amount not-to-exceed \$26,864.25. (Revisions to sewer piping and manholes on Ardmore Avenue. The Village directed change of the storm sewer plans on Ardmore Avenue from new piping accessed by one core hole and one catch basin to new piping accessed by three manholes on Ardmore Avenue. This change will facilitate any future Village storm water improvements on Ardmore Avenue.):*** McCleary moved to approve the Change Order (AFO #6 / PCO #9) for amount not-to-

exceed \$26,864.25. De La Rosa 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 Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year:*** De La Rosa moved the resolution setting forth the financial requirements of the Villa Park Public Library for the next Fiscal Year be approved. McCleary 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 Revised/Updated Emergency Response Plan:*** McCleary moved to approve the revised/updated Emergency Response Plan. Luebker seconded the motion. The motion carried on voice vote.

**Unfinished Business:**

***Resolution approving the adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2019 and ending on December 31, 2019:*** McCleary moved to approve the resolution of adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2019 and ending on December 31, 2019. De La Rosa 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:**

Hill reported Circulation reports are still in progress. Krettler and Marnell met with Tortorella from SWAN to discuss issues and report needs.

Hill reported Bradford will be attending the full ILA conference in Peoria.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be Wednesday, October 24, 2018.

**Around the Table:**

Hubbard reported that her trips to Prague and Germany were cancelled due to low river levels. Koeller reported she has a new 50-gallon water heater at home. Luebker shared she would be visiting her daughter soon. McCleary stated he will be heading out of town. Dogan reported it was his parent's 50<sup>th</sup> wedding anniversary and that his parents were taking the entire family on a cruise.

**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 9:25 p.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary