

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
October 24, 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, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** Tammy Hensley.

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

**Introduction of Visitors:** Graham Harwood, CCS International.

*[De La Rosa arrived at 7:01 p.m.]*

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** Hill noted the agenda indicated the incorrect year for two Sage Financial statements.

**Approval of the Minutes of the September 26, 2018, Regular Meeting:** McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she met with Hill several times to discuss updates on construction. Hubbard reported that she and Luebker attended the Trustees Day at the Illinois Library Association (ILA) Conference in Peoria on Thursday, October 11, 2018.

**Committee Reports:** None.

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

**Approval of bills/check register for October 2018 (SY 2018) in the amount of \$437,816.36:** McCleary moved to approve the check register for October 2018 in the amount of \$437,816.36. 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:** Hill reported the month was typical. Hill reported that Current Technologies Corporation will be conducting an IT security review. Hill reported the tax distribution was received and a bit more than anticipated. Harwood reported at this stage the library is in great shape with the building project budget. Hodges inquired about the estimated completion date for the building project. Hill and Graham reported that it is now estimated to be about August/September 2019.

**RAILS News:** Hodges reported:

- Illinois Library Association (ILA) is holding a Strategic Planning session on November 14 at RAILS in Burr Ridge.
- There is an upcoming webinar for trustees called: *Library Accessibility: What Public Library Trustees Need to Know* scheduled for Monday, December 10 from 9:30-10:30 a.m.
- LACONI is offering a program on *Building Relationships with Legislators or Their Staff* on October 31.

- Arlington Heights Library offered a program at their library about diversity and featured a visit from miniature ponies.
- The Illinois State Library shared information about a program called “Letters about Literature”.

**Legislative Update:** No report.

*[Removal from roll: Koeller departed at 7:32 p.m.]*

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

- The Dominick’s Dine-Out was being held on October 24.
- The Sonic Dine-Out is scheduled for November 19 and the McDonald’s Dine-Out will be held on December 17.
- Plans are underway for the annual Barnes & Noble Bookfair and gift-wrapping event scheduled for December 2. Hodges and Hubbard noted that they were available to help the day of the event.
- The Friends membership drive in September gained three new members.
- The Friends will be holding a Reader’s Theatre program at the library on November 4.

**Report of Gifts and Programs Sponsorships:**

**Correspondence:** Hill shared a “How are we doing form” that was submitted by an anonymous patron.

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

**Library Director’s Report:**

**Building(s):**

- Acitelli was out to work on the boilers. Currently, the west boiler is working; the east boiler is not.
- Acitelli completed a repair on the water tank.
- SMG was out to disconnect the detector and pull station located in the west emergency exit stairwell. The pull had been tripped by a construction worker.
- Colley Elevator was called out due to an intermittent failure to call. A bypass switch will need to be replaced. Colley did a temporary fix until the part is available.

**Board Information:**

- John Bradford attended the ILA Conference as did President Hubbard and Secretary Luebker.
- Staff needs to investigate revisions to the military leave policy.
- Hill will be working with Sean Birmingham on the Sunday movies.
- To date, the Per Capita grant application is not available online.

**Kiwanis:**

- Installation Breakfast is scheduled for October 24.
- On October 13, Hill volunteered for 2.5 hours at the Humanitarian Service Project warehouse with three other Kiwanians and three Key Club members.
- There will be a Kiwanis raffle for a TV. The drawing will be held in November.
- The Kiwanis Spaghetti Dinner is scheduled for November 16. It will precede Willowbrook’s production of *The Music Man*.

**LINC/SWAN/RAILS**

- Hill will attend the LINC meeting in Glen Ellyn on November 15 to pick up the LINC disbursement check.

- The Management Team has been working on changes to item location for both adult and youth materials. These changes will provide patrons with a better indication of where items are located. Bradford is coordinating the changes with SWAN staff.

**Staff:**

- Pola Bica has joined the library as the new Circulation/Outreach Services Assistant.
- The deadline for sign-up for this year's Staff/Volunteer Recognition and Holiday Party is November 30.

**Friends:**

- The Friends met in October for their general meeting. The program *Exotic Foods* was presented after the meeting.
- Krettler and Friends President Michelle LaRusso met with the manager of Barnes & Noble to discuss the December fundraising event.

**Services:**

- The library has been unable to implement the passport service so far. Two staff members still need to complete the training. It is anticipated that this service will be introduced in January.
- Family Reading Night is scheduled on November 15 at Schafer School. Luebker has offered to help staff with reading. Staff member Hoffmann will attend to conduct library card sign-up.
- Hill has included the nomination application for the IMLS National Medal as a separate document.

**New Business:**

***Approval of Change Order #6 for amount not-to-exceed \$162,054.64. (This change order reflects the addition of approximately 560 square feet of space on the east side of the library building).***

McCleary moved to approve Change Order #6 for amount not-to-exceed \$162,054.64. 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.

***Approval of Change Order #23 for amount not-to-exceed \$45,000.00. (This change order reflects the additional work to provide: labor and material to install additional 275 linear feet of water pipe).***

McCleary moved to approve Change Order #23 for amount not-to-exceed \$45,000.00. 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.

***Approval of Library Closings 2019/Early 2020:*** McCleary moved the Library Closings for 2019/early 2020 be approved. Luebker seconded the motion. There was some discussion. Hill noted there may be additional closings due to the building project. The motion carried on voice vote.

***Approval of Library Board Meeting Schedule for 2019:*** McCleary moved the Library Board Meeting Schedule for 2019 be approved. De La Rosa seconded the motion. There was some discussion. The motion carried on voice vote.

**Unfinished Business:** None.

**Executive Session: Personnel Matters, Evaluation of the Library Director:** McCleary moved to go into Executive Session to discuss a personnel matter regarding the evaluation of the Library Director. De La Rosa seconded the motion. A roll call of the five members in attendance was taken: Yes- 5; No-0; Abstain/Present-0. Motion carried. The Board went into Executive Session at 8:31 p.m. McCleary moved to exit Executive Session. 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. The Board exited Executive Session at 8:52 p.m.

**Actions, if needed, after Executive Session**

The Board indicated Hill's vacation days could be carried over to the next calendar year. However, Hill needs to use as many days as she can during the first half of next year.

**Department Reports:**

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be Wednesday, November 28, 2018 at 7:00 p.m.

**Around the Table:** Hubbard indicated she was on vacation for two weeks in early November.

**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 9:07 p.m.

Respectfully submitted,

Kandice Kretler  
Recording Secretary