

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
November 28, 2018**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 p.m.

**Trustees Present:** Tammy Hensley, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** Steve De La Rosa.

**Others:** Sandra Hill, Library Director; Graham Harwood; Andy Dogan; Meg Rose, Recording Secretary.

**Introduction of Visitors:** None.

**Public Participation:** None.

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

**Approval of the Minutes of the 10/24/2018, Regular Meeting:** McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 10/24/2018 Executive Session Meeting:** McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported that she and Hill had attended the Village Board meeting at which the levy was discussed.

**Committee Reports:** None.

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

**Approval of bills/check register for November 2018 (SY 2018) in the amount of \$447,267.13:** McCleary moved to approve the check register for November 2018 in the amount of \$447,267.13. 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.

**Financial Reports:** Hill indicated that there will be two tax distributions in December.

**RAILS News:** Hodges reported:

- The Innovative Reading Grant application is due in February; Hill indicated that the library was applying for the Graphic Novel grant.
- RAILS is presenting several webinars in December; Hodges gave list of topics.
- RAILS is hosting a conference sponsored by the UIUC School of Information Sciences in Skokie on March 8, 2019.
- Arlington Heights Library and Bellwood Library have new library directors.
- Oak Lawn Library held a conference on breaking down hate.
- Hill and Trustees Koeller, De La Rosa, and Hodges watched various webinars in order to fulfill a requirement of the per capita grant application; Hodges reported on the webinar she viewed on how to best serve patrons who have dementia.

**Legislative Update:** None.

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

- The Friends are holding the 3<sup>rd</sup> annual fundraiser at Barnes & Noble on December 3.
- The next Dine-Out fundraiser will be held on December 17 at McDonalds on St. Charles Road in Villa Park. McDonalds is donating cookies and all proceeds from cookie sales that day to the Friends.
- The next Dine-Outs are Michael Anthony's in January; Portillo's in February; and Chick-Fil-A in March.
- Hill discussed holding a Fall Fest with Village staff. She and Krettler will work on this with the Friends.
- Entries for the Snow Globe competition will be on display at Barnes & Noble; online voting will determine the winner.
- The Friends will get a percentage of the proceeds from the Yankee Candle sale which is being held through December 15.
- The Friends donated a tree for Joyful Traditions
- There will be a game night at the Friends' general meeting in January.
- The Friends are sponsoring a new program, a cookbook club, which is starting on January 3.

**Report of Gifts and Programs Sponsorships:** Hill noted there were three Adopt-a-Magazine donations. In addition, there was a memorial gift from Jo Krafft for the purchase of youth books this month.

**Correspondence:** The Board reviewed correspondence from the following:

- Ehlers correspondence: Ehlers is leaving Illinois.
- MB Financial correspondence: MB Financial is merging with Fifth Third Bank. Hill noted that the credit card machine at the Service Desk is through MB Financial.
- District 45 correspondence: District 45 voted against extending the TIF district for Ovaltine Court; the TIF district will expire in 2019.
- Klein Thorpe Jenkins correspondence re: Municipal Libraries 2019 Appropriation and Levy Timetable and Municipal Libraries Board Actions Timetable: Hill noted that the library is now on a different timetable (calendar fiscal year instead of FY beginning May 1) now so differences in timetables must be addressed.

**Letters to Departing Staff Members & Thank You Letters:** There was a letter to departing staff member Stephanie Quaiver.

**Library Director's Report:**

***Building(s):***

- Nicor replaced the gas line leading into the building. They were out all day on Halloween and back the next day connecting the line to the meter on the east side of the building. The village manager received a complaint about work being done in Trinity Lutheran Church's parkway and lawn. Bill Banker from Wight Construction attempted to contact the representative from Trinity and did not receive a return call.
- Both boilers are currently working (as of 11/12).

***Board Information:***

- The Per Capita grant application is in this evening's board packet. The application will be submitted in December.

***Kiwanis:***

- The Kiwanis Spaghetti dinner was Friday, November 16.
- Kiwanis Club of Villa Park will be bell ringing for the Salvation Army this December.

**LINC/SWAN/RAILS:**

- Hill attended the LINC meeting in Glen Ellyn on November 15.
- Ongoing: 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:**

- The deadline for signup for this year's Staff/Volunteer Recognition and Holiday Party is November 30.
- Krettler and Birmingham participated in a LACONI panel discussion on Notary Services.

**Friends:**

- The Friends met in November for their board meeting.
- The Barnes and Noble fundraiser is scheduled for Sunday, December 2.

**Services:**

- Staff have finalized the next issue of the Resource. We are still finalizing locations for programs and meetings.
- We included information in the Resource on Food For Fines program for next April during National Library Week.

**Other:**

- Both boilers are currently working.
- The final LINC meeting was on November 15. Hill deposited the library's portion of LINC's remaining dollars that day.
- District 45 contacted Kandice Krettler to ask if library staff would participate in their Staff In-Service Day in January by presenting "Book Talks."
- The library will hold "Food for Fines" in April 2019 during National Library Week.
- Board meetings will be relocated to the Iowa Community Center beginning in February 2019 until the building renovation is completed. Programs will be conducted in community facilities beginning in February 2019.
- **Building Renovation/Expansion:** Graham Harwood and Andy Dogan reported the following:
  - Because expenditures have not been as fast as anticipated, the library is earning interest. There is still testing to be done on concrete, masonry, and steel. Most of the testing and inspecting is being done by Terracon. Most of architectural fees have been paid because most of the design is done; however, the furniture and shelving plan still needs to be finalized. There is still one permit outstanding.
  - The precast exterior masonry is complete.
  - Ductwork is installed and weatherproofed on the first floor.
  - The electric heater will be turned on soon.
  - The water main has been installed and passed inspection.
  - Wight Construction is working on the existing building in two areas and is preparing for demolition of the stairs.
  - Parking lot: excavation is complete; curbs and concrete entry from Ardmore have been poured; one layer of asphalt will be laid this year, with a second layer laid next year after patching and repairing have been done; two soft spots have been excavated and filled with stone.
  - There will be a snowmelt heating system on the concrete between the entrance and the parking lot.
  - \$1.5 million of \$7 million has been spent; as of mid-November, 21% of the project has been completed.
  - It is projected that staff will move into the new space in the new building at the end of February.

- The project is 2.5 months behind schedule, so discussion is underway of who is responsible for the cost of winter weatherproofing. The cost of weatherproofing is estimated at \$64,000.
- Fire sprinkler piping has been installed in the first floor addition.
- The list of furniture to be purchased and the timeline for purchasing is being finalized. Staff and Williams will review the location of electric and data ports once the furniture plan is completed.

**New Business:** None.

**Unfinished Business:** None.

**Department Reports:** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be December 19, 2018. The Staff and Volunteer Recognition Holiday Party will be held at Allegra Banquets on December 7.

**Around the Table:**

- Hensley reported that she is going to Arizona and will miss the January Board meeting. She returns in February.
- Hodges had her first Thanksgiving without her mother. Her niece and nephew came for dinner.
- Hubbard was in California with her daughter and son-in-law for Thanksgiving.
- Koeller had Thanksgiving dinner on Sunday. She also noted that her favorite author, Beverly Cleary, is now 102 years old.
- Luebker had Thanksgiving with all her children and grandchildren. She also noted that she participated in Parent & Child Reading Night at Schafer School by reading to the students.
- Hill hosted her family during Thanksgiving weekend.

**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 9:00 p.m.

Respectfully submitted,

Meg Rose  
Recording Secretary