

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
December 19, 2018**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 p.m.

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

**Trustees Absent:** Steve De La Rosa, Tammy Hensley.

**Others:** Andy Dogan, Williams Architects; Graham Harwood, CCS International; Sandra Hill, Library Director; Kandice Krettler, Recording Secretary.

**Introduction of Visitors:** None.

**Public Participation:** None.

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

**Approval of the Minutes of the November 28, 2018, Regular 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 and Hill attended recent Village Board meetings since the Village tax levy was listed as an agenda item.

Hubbard reported that she, Hill, and Krettler attended the Rotary Club of Villa Park's Annual Christmas Dinner and Auction on Tuesday, December 4, 2018, held at Diplomat West Banquets in Elmhurst.

**Committee Reports:** Hill reported that the Finance Committee will look to meet and review Stub Year Amendments. Hill also reported that the audit process will begin soon.

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

**Approval of bills/check register for December 2018 (SY 2018 in the amount of \$478,253.97):** McCleary moved to approve the check register for December 2018 in the amount of \$478,253.97. 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.

**Financial Reports:** Hill reported receipt of property taxes were on target. There is one more distribution scheduled at the end of December.

**RAILS News:** Hodges reported RAILS is reviewing complete membership standards and collecting data from libraries. Hodges also reported that RAILS will be holding a member update on January 17, 2019 from 10am-noon. There will also be a few Continuing Education programs coming up including: Marketing for Librarians - Online Course begins January 14, 2019 and Defeating the Bullies and Trolls in the Library on Friday, March 8, 2019.

**Legislative Update:** Hodges reported that there are upcoming legislative meet-ups scheduled and there is one taking place on for Friday, March 1, 2019 from 11:30 p.m. – 2:00 p.m. at the Oak Brook Marriott in Oak Brook.

Hill reported that she responded to an ALA legislative alert and emailed Senator Durbin regarding his support of the Institute of Museum and Library Services. Federal money for Illinois libraries and their construction comes from IMLS.

**Report of the Friends of the Library Liaison:** Luebker reported the following that the Friends held the annual Barnes and Noble fundraiser on Sunday, December 2. The Friends are not sure if they will participate in the event again or not. The McDonald's fundraiser was held on Monday, December 17 and the Friends are waiting to find out how much money was raised. The Friends are working with library staff to hold a monthly Cookbook Club beginning in January.

**Report of Gifts and Programs Sponsorships:** Hill noted a donation from Jo Krafft in the amount of \$500 was received in memory of Andi Stelzner and Youth books will be purchased.

**Correspondence:** The Board reviewed correspondence from York Township.

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

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

- Acitelli replaced an actuator valve for the boiler system.
- S. Hill, K. Krettler and Jeff Sand worked with Sean Leider at Williams on the electric and data placement.
- S. Hill and Meg Rose worked with Carrie Kotera at Williams on furniture purchasing for the renovated library.
- This past Friday, December 14<sup>th</sup>, there were over 700 items damaged from a leak in the ceiling in Youth Services. Staff are working with Builders Risk Insurance first to discuss the damages. All of the damages were to materials. Nothing else was lost.

#### **Board Information:**

- The Per Capita grant application and Expenditure report for last year was submitted to the state library. Jeanne Urbanek indicated that everything looked good.

#### **Kiwanis:**

- Kiwanis provided breakfast as a thank you to the key club members at Willowbrook High School.

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

- Tim from Bloomingdale Public Library closed the checking account for LINC. The Library received our portion of the remaining dollars.

#### **Staff:**

- We will be providing staff with an evaluation form for the staff holiday dinner.

#### **Friends:**

- The Friends met in December for their board meeting.
- The Barnes and Noble fundraiser went well. 14 books were adopted.

#### **Services:**

- Staff are working on developing procedures for passport services scheduled for starting in mid-January.

#### **Other:**

- Hill asked Dogan and Harwood to report on the Building Renovation/Expansion: Harwood reported that LJ Morse was doing some carpentry work on the roof, the major achievement of the project since the last board meeting was the installation of the parking lot, shelving will go out to bid, the elevator won't be available until the first week of March, Phase 1 won't be completed until the end of March, and finally, Harwood stated that another discussion is needed regarding the building project schedule. Dogan reported furniture will go out to bid in February or March. Hill shared that she and Rose met with Carrie Kotera to review furniture plans and that we are still on budget for the project.

**New Business:**

***Discussion of Oakbrook Terrace Agreement:*** The letter is ready to be sent to the City Director. Hill or Krettler will be in attendance at the meeting in January or February.

***Discussion of amendments to the annual budget for the Villa Park Public Library for the stub year commencing on May 1, 2018 and ending on December 31, 2018:*** Hill noted some numbers will need to be adjusted. There are not a lot of changes.

**Unfinished Business:**

***Per Capita Grant Application:*** Hill stated that the Per Capita Grant Application and Expenditure report for last year was submitted to the state library. Jeanne Urbanek indicated that everything looked good.

***Discussion of Staff Recognition and Holiday Event:*** A discussion was held about the annual Staff Recognition and Holiday event and how it went this year.

**Executive Session (Semi-Annual Review of Executive Session Minutes):** McCleary moved to go into Executive Session to discuss the semi-annual review of Executive Session Minutes. Koeller 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 went into Executive Session at 8:21 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 8:24 p.m.

**Actions, if needed, after Executive Session.** McCleary moved to release Executive Session minutes for April 25, 2018 and October 24, 2018. 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.

**Department Reports:** none.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be January 23, 2019.

**Around the Table:**

Hubbard, Koeller, and McCleary wished a Merry Christmas to all. Luebker indicated she would be on vacation at the end of the month and that she will not be in attendance at the January meeting.

**Adjournment:** McCleary moved to adjourn. Koeller 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 8:28 p.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary