

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes of the Special Meeting  
April 30, 2016**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 9:03 a.m.

**Trustees Present:** Tammy Hensley, Dan Hippensteel, Lydia Hodges, Pat Hubbard

**Trustees Absent:** Michelle Geyer-Ross, Matt Matkowski, Mark McCleary.

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

**Introduction of Visitors:** None.

**Public Participation:** None.

**Approval of the Minutes of the 03/23/2016, Regular Meeting:** Hippensteel moved the minutes be approved. Hodges seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported that she had met with Graham Harwood, Hill, and Williams Architects before the Open House.

**Committee Reports:** None.

**Report of the Treasurer:** Hill reported Treasurer McCleary had reviewed the bills and invoices the preceding week.

**Approval of bills/check register for April 2016 (FY 2015-2016) in the amount of \$73,158.48:** Hippensteel moved to approve the check register for April 2016 in the amount of \$73,158.48. Hodges 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:** Discussion ensued about the bill listing:

- The Colley Elevator bill was from the annual stress test.
- D45 translation: Mariana Aguilera, contractual basis.
- Williams Architects and CCS bills were paid.
- A couple of HVAC invoices from Acitelli bills will be in next month's bill listing.
- The tattoo program was cancelled due to lack of interest.
- Weblinx: The third installment paid for website project.

**Report of Gifts and Programs Sponsorships:** National Geographic for Kids

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

- Ancel Glink Diamond Bush DiCianni & Kraftheffer, P.C.: letter and information
- VFW: Village dedication for the new Cortesi Veterans Memorial Park Flyer; ongoing brick purchase, each brick costs \$50.00; dedication will take place on May 30, 11 a.m.
- IEEE Grant Letter: IEEE sent a letter indicating that they were happy with our progress in the grant; staff completed a brochure; final payment of the grant was received.
- IL Dept. of Revenue, CPPRT Update Letter: Overpayment of PPRT last year. Assessing libraries for repayment of the overpayment.

- Klein Thorpe & Jenkins LTD., Letter: Kathleen Henn is resigning. Hubbard asked Hill to contact Ancel Glink, presenter Julie Tappendorf..
- VFW, Independence Day Parade Information: Parade takes place every other year. It is OK to pass this year. Hill will poll staff.

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

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

#### **Board Information:**

- Staff met with Steve Larson and Adrienne Booker from Ehlers to discuss the financing of the building project. We ran several different scenarios by them which they will work on. She may have some numbers.
- Krettler, Michelle Hoffman, and Hill attended the District 45 Art Show held on April 15.
- Doug Perry is working part-time at LINC and full-time at St. Charles Library. Carol Dawe has hired a contractual employee to assist in the day to day work. The move to SWAN would take two years.
- Sean Birmingham, Hill, and Hubbard will be attending the Chamber Scholarship Luncheon at the VFW on May 4.
- Hill has included a link to the Library Journal article on Plainfield Library at <http://lj.libraryjournal.com/2016/03/budgets-funding/plainfield-library-district-referenda-lose-to-robocalling/>
- New logo rollout includes new roadway signs, magnets, library cards, shirts, table cover for outreach, and book bags. Danielle Bober is working on new stationery.
- Hill has included a communication regarding the Personal Property Replacement Tax in the board packet. Over the next two years, the Illinois Department of Revenue will work to recoup the overpayment.

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

- Maintenance staff will work on a number of the main stairway upgrades. Williams will provide the specifications needed.

#### **Kiwanis:**

- Last chance for onions! Please let Hill know if you'd like any onions. (\$10 for 10 pound bag). Kiwanis Club of Villa Park will donate \$200 for this year's Tee Off and \$100 for children's books for giveaway.

#### **LINC**

- The LINC meeting on 4/22 was cancelled due to Doug Perry's departure. Carol Dawe has had to juggle a number of items that particular week. We will meet the second week in May.

#### **Staff**

- Four staff members will be attending the Reaching Forward Conference on May 6 in Rosemont.

#### **Friends:**

- The Friends met on 4/13/2016. The Friends will give us a check for our wish list in May—firm dates and locations are placed in the Resource. Wish list items included a new LCD projector; new legal and Shakespeare titles; toy and science items for Youth Services; and three Little Free Libraries. Two for Prairie Path and one for Oakbrook Terrace Park District.

#### **Services:**

- Newsletters are out. We will be bringing the design of the newsletter in-house for the next issue. The POMS Committee is working on the redesign.

### **Unfinished Business:**

***Discussion of building improvement project:*** Williams Architects were at the library on April 27 with the same design shown at Open Houses. Architects need to check with civil engineers on storm water retention. Discussion about moving from a cost of \$11 million to \$10.5 million; \$8.00 to \$7.22 for a \$200,000 home by going from \$11 million to \$10.5 million. Hill discussed the design implications of 50% shelving vs. 100% shelving with library purchasing furniture. Hodges mentioned electromagnetic painting for shelves. Remove second floor. Hill and Hubbard met with the Village Manager who initially indicated that \$9 million was the limit. In a second meeting with him, he said that will keep the \$11 million design because the library would have to reduce space.

***Resolution amending the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2015 and ending on April 30, 2016:*** Hippensteel moved to approve the resolution for amending the annual budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2015 and ending April 30, 2016. Hodges seconded the motion. Discussion ensued about the amended budget. After discussion, a Roll Call vote of the 4 members in attendance was taken: Yes: 4; No: 0; Abstain/Present: 0. Motion Carried.

### **New Business:**

#### ***Disposal of Library Furniture and Equipment:***

Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of two broken monitors; one broken LCD projector; one 14-year old CD-ROM server; six obsolete computers. Hippensteel moved to approve the disposal of obsolete and/or damaged equipment. Hodges seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes: 4; No: 0; Abstain/Present: 0. Motion Carried.

***Proposal for Architectural Services: Main Stairway Improvements Proposal with Williams Architects in the amount of \$4,150.00:*** Hippensteel moved to approve the proposal for Architectural Services from Williams Architects for main stairway improvements in the amount of \$4,150. Hodges seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes: 4; No: 0; Abstain/Present: 0. Motion Carried.

### **Executive Session (Business Matters: Purchase/Lease of Property, Semi-Annual Review of Executive Session Minutes, Employment/Appointment Matters: Evaluation of the Library Director):**

Hippensteel moved to go into Executive Session. 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. The Board went into Executive Session at 9:41 a.m.

Hippensteel moved to exit Executive Session. 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. The Board exited Executive Session at 10:54 a.m.

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

- Hippensteel moved to release Executive Session minutes for May 27, 2015; June 8, 2015; and June 24, 2015; and to retain Executive Session minutes for June 25, 2014. 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.
- Hippensteel moved to increase the Director's salary to \$96,378.27. 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.

**Planning of Future Meetings:**

- May 25, 2016, 7 p.m., annual meeting and regular meeting of the Board of Trustees
- June 22, 2016, 7 p.m., regular meeting of the Board of Trustees

**Around the Table:** Hubbard: Leaving for 3 nights in Chicago.

**Adjournment:** Hippensteel moved to adjourn. Hensley seconded the motion. The motion carried on a voice vote. The special meeting of the Board of Trustees of the Villa Park Public Library adjourned at 11:02 a.m.

Respectfully submitted,

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Kandice Krettler  
Recording Secretary