

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES

Location: Villa Park Public Library (Conference Room)

June 26, 2013 @ 7:30 p.m. / Agenda

Roll Call and Establishment of Quorum

Introduction of Visitors

Public Participation

Approval of the Minutes of the May 22, 2013 Regular Meeting <V>

Report of the Board President

Committee Reports

Report of the Treasurer

Approval of the June Bill Listing FY 2012-2013, in the amount of <R>\$13,275.45

Approval of the June Bill Listing FY 2013-2014, in the amount of <R>\$79,471.66

Report of LINC Representative

RAILS News

Report of the Friends of the Library Liaison

Report of Gifts and Programs Sponsorships

Correspondence

Letters to Departing Staff Members & Thank You Letters

Library Director's Report (to include Elevator Modernization Project Update)

Unfinished Business

Strategic Plan Update

Marketing Communications Plan <V>

The draft of the marketing communications plan was reviewed by the Board last month.

Revisions were incorporated and the plan is presented for Library Board approval.

New Business

Annual Reports <V>

The Library Board will review the activities of the previous fiscal year and provide a report to the State Library and to the Village Board.

Library Closing: Staff In-service Day <V>

Staff would ask the Board to close the Library on Friday, September 27th for the Library's In-service Day.

Staff and Volunteer Recognition Event

Board Discussion of October 17th dinner.

Prevailing Wage Resolution <V>

Annually, the Library is required to adopt prevailing wage rates as determined by the Illinois Department of Labor (IDOL) or the Library must conduct their own investigation into wages in the area. Prevailing wage rates are used in public contracts. The past few years the Library has jointly adopted a resolution relying on June IDOL rates with the Village, School Districts #45, #48, and #88. It is recommended the Library again adopt the joint prevailing wage resolution.

Disposal of Library Furniture and Equipment <R>

Staff would ask the Library Board to dispose of obsolete and/or damaged equipment.

Policy 731: Circulation, Schedule of Fines and Fees <V>

Staff would ask the Library Board to approve the drafted revisions made to Policy 731.

Approval of Agreement with Tenacious Cleaning Services <R>

Staff reviewed the building's cleaning needs with Tenacious Cleaning Services. Staff would ask the Library Board to approve an agreement with Tenacious Cleaning in the amount of \$25,740.00.

Planning of Future Meetings

Around the Table

Adjournment <V>

<V> = Voice Vote <R> = Roll Call Vote

The Villa Park Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Library Administrator at (630) 834-1164 promptly to allow the

Library to make reasonable accommodations for those persons.