

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 23, 2012

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:30 p.m.

Trustees Present: Dan Hippensteel, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary, Steve Seddon, Bob Wagner.

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Martha Bledsoe, Recording Secretary

Introduction of Visitors: There were no visitors.

Public Participation: None.

Approval of the Minutes of the April 25, 2012 Regular Meeting: McCleary moved the minutes be approved. Hubbard seconded the motion.

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		
	Seddon		
	Wagner		

ABSENT:	None	ABSTAIN:	None
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After some discussion the MOTION CARRIED as revised

Report of the Board President: Kosek reported he met with Hill once during the past month and they discussed personnel issues.

Committee Reports:

- Finance Committee: None.
- Building Committee: The Building Committee will meet May 31.
- Policy Committee: The Policy Committee will meet May 26.

Report of the Treasurer: Wagner stated the fund balance was \$1,094,784.44 but that will change due to corrections needed in the billing listings.

Approval of the May Bill Listing FY 2011-2012 in the amount of \$39,018.70: Wagner moved to approve the bill listing in the amended amount of \$38,822.12. Hubbard seconded the motion.

ROLL CALL VOTE:

AYES:	Hippensteel	NAYS:	None
	Hubbard		
	Kosek		

**Matkowski
McCleary
Seddon
Wagner**

ABSENT: None ABSTAIN: None
After some discussion the MOTION CARRIED

Approval of the May Bill Listing FY 2012-2013 in the amount of \$44,194.04: Wagner moved to approve the bill listing in the amended amount of \$44,380.63. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel NAYS: None
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

ABSENT: None ABSTAIN: None
After some discussion the MOTION CARRIED

Report of LINC Representative: Hubbard stated the next Governing Board meeting was scheduled for June 6.

RAILS News: RAILS has a new blog for library directors. Hill reported Betsy Adamowski was involved in the interview process for the new RAILS Director.

Report of the Friends of the Library Liaison: Matkowski reported the Friends met on May 9 and they have \$2620.41 in their account. The Friends concession at Tee Time @ the Library raised \$103.80. New fundraising techniques were discussed including Dominick's Pizzeria, bowling, and a trivia contest. The pool party is July 15.

Report of Gifts and Program Sponsorships: The Report of Gifts and Programs Sponsorships was included in each trustee's packet. Hill stated Mike's Market has always been very supportive.

Correspondence: There was discussion on several items of correspondence, including the letter from LINC administrators to ILA regarding its study and report on delivery service and its recommendations.

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

Assistant Director's Report: None.

Library Director's Report/Long Range Plan Report:

Building(s):

- Hill reported the boiler was repaired and the report completed for the state. A copy of the report was sent to the Village's Risk Manager.

- Hill indicated there was a shipping delay on the shelving for Youth Services. They will now ship next week.
- Hill stated Michael McMahon is supervising a volunteer who is doing some painting outside for the Library (bike rack, posts, etc.)
- Hill reported the Director of Public Works examined the statue, *Metamorphosis*. He advised having a structural engineer provide an analysis.
- Hill met with Alex from Public Works to discuss signage for Ardmore Avenue. Two signs have been ordered.
- Hill stated there have been some problems with the HVAC in the annex. Northern replaced a relay that had burned out but that did not completely solve the problem. Michael McMahon is working on determining if it is a thermostat issue.

Staff:

- Hill reported Laurel Burritt and Agnes Kawa are our two new part time staff members in YS.
- Hill stated Lt. Mike Barton provided CPR training on Friday, April 20. First aid training was completed for six staff members on Thursday, April 26.
- Hill indicated the marketing position has been posted. Interviews will be conducted in the next few weeks.
- Hill requested Board approval to explore the possibility of a wellness program for the next Staff In-Service Day.

Services:

- Hill stated the summer issue of *The Resource* has been printed and will be mailed when the check goes to the printer.
- Hill indicated she went to the DuPage Hospitality Showcase at Morton Arboretum. She was able to get contact information which may provide help during Summer Reading Club.
- Hill reported Adult Services is offering an afterhours final's week for high school students next month. This is one of the Library's long range plan objectives. The Board gave consensus to stay open afterhours.
- Hill indicated the Library received seven books and a tablet computer from the Business Books grant. She also indicated an application for a Target grant had been sent.
- Hill indicated Geneva Public Library will be sending seven staff members in August to tour the Library.
- Hill stated Carol Dawe asked if we could be a "guinea pig" to test the new interface, Enterprise, along with the PayPal option.
- Hill reported the Kiwanis onion sale was successful and the Kiwanis Club also delivered kits containing a Beanie Baby and school supplies to Head Start students at the Iowa Community Center.
- Hill demonstrated the new YS kids' page and stated Melissa Heischberg has been working on it and Nancy Gergets has been assigned to provide content related to schools.

Unfinished Business:

Update on Youth Services Floor Plan: Hill reported the Salvation Army took the old shelving. She also reported there is a problem with the new chairs. The children like the chairs, but they are too lightweight and move too easily when adults attempt to sit on them.

New Business:

Non-Resident Library Card Participation: Wagner moved to approve the fee card option for non-residents. McCleary seconded the motion.

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None **ABSTAIN:** None
After some discussion the **MOTION CARRIED**

Disposal of Library Furniture and Equipment: McCleary moved to dispose of library furniture and equipment. Matkowski seconded the motion. Wagner stated the Village's recycler is Arcoa.

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None **ABSTAIN:** None
After some discussion the **MOTION CARRIED**

Reference Transactions Survey: Hill presented the results of the Reference Transactions Survey.

Department Reports: Hill presented the monthly Department Reports. Bledsoe reported on the results of the first month's sales by Better World Books.

Executive Session: Personnel Matters:

Business Matters: Wagner moved the Board go into Executive Session.

McCleary seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner

NAYS: None

ABSENT: None **ABSTAIN:** None
MOTION CARRIED The Board went into Executive Session at
8:35 p.m.

McCleary moved the Board come out of Executive Session. Wagner seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel
NAYS: None

**Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner**

ABSENT: None

ABSTAIN: None

MOTION CARRIED The Board came out of Executive Session at 8:41p.m.

Planning of future meetings: The next regular Library Board meeting will be June 27th. Hubbard indicated she could not attend. Hippensteel will preside at this meeting.

Around the Table: Matkowski indicated the summer intern at his work was a resident of Villa Park. Wagner stated his youngest child graduated sum cum laude from college. She shadowed teachers at District 45 and will be teaching in Detroit. This Sunday, he and co-workers from I-GO will be in Chicago for the *Bike the Drive* event on Lake Shore Drive.

Adjournment: Kosek moved the meeting be adjourned. Wagner seconded the motion.

**AYES: Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner**

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:45 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary