

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 22, 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 [arrived at 7:35 p.m.].

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 July 25, 2012 Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. Motion carried on voice vote.

Approval of the Minutes of the July 25, 2012 Executive Session Meeting: McCleary moved the minutes be approved. Seddon seconded the motion. Motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill several times. At one meeting, they reviewed the Trustee By-Laws to determine who appoints the chair of the Finance Committee. The By-Laws state the Treasurer is the chair of the Finance Committee. The By-Laws also require one other committee member. The Finance Committee has a total of three, which is the same as the other committees. It was determined the minimum number of members of the Finance Committee is two, and more than two members is allowed.

Hubbard suggested that Bledsoe be allowed to be present to take minutes at any Executive Session meeting when building issues were being discussed. It was determined to allow Bledsoe to attend Executive Session meetings depending on the issues being discussed.

[Wagner arrived at this at this point of the meeting]

Committee Reports:

- Policy Committee: Hill stated she needed to doodle a meeting date in September. She indicated she needs to bring the study room and meeting room policies to the board.
- Finance Committee: The Finance Committee did not meet.
- Building Committee: Hubbard stated the Building committee met and looked at the statue and the 219 property. A meeting with St. A's was also discussed.

Report of the Treasurer: Wagner reported the bill listing was in order with a fund balance of \$1,588,496.99. Wagner also indicated he has spoken with Village of Villa Park Finance Director Shannon Lump about speaking to the Finance Committee. Lump stated the village was going through a software change which would change the look of the reports. She stated she would like to

meet with the Finance Committee after the software change. She would also like to include Director of Public Works Vydas Juskelis in the meeting.

Approval of the August Bill Listing FY 2012-2013, in the amount of \$51,859.42

ROLL CALL VOTE:

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

| | | | |
|----------------|-------------|-----------------|-------------|
| ABSENT: | None | ABSTAIN: | None |
|----------------|-------------|-----------------|-------------|

MOTION CARRIED

Report of LINC Representative: Matkowski indicated the next meeting will be in September. Hill reported the Administrators are trying to meet with the governing board regarding the by-laws concerning the consortium manager's evaluation process.

RAILS News: Hill stated there was a DLS webinar about RAILS delivery and it appears the delivery service will be moving to hard bins. RAILS continues the search for an Executive Director.

Report of the Friends of the Library Liaison: Seddon stated the Friends met on August 8 and they have approximately \$2700 in their treasury. Auditions for the Murder Mystery Event will be on August 27. The title of the play is *Law and Order: Fairy Tales*. The fundraiser with Dominick's Pizza will be on September 13. The Fundraising Committee met on August 13 at Starbucks.

Report of Gifts and Program Sponsorships: Hill indicated a gift was received from the Lombard Junior Women's Club.

Correspondence: There was discussion on three items of correspondence.

Letters to Departing Staff Members & Thank You Letters: The Board signed letters for Jillian McKeown and Michelle Geyer-Ross.

Library Director's Report:

Building(s): Hill inquired whether the Board would like a review of each item on her report or since they have already read the report would prefer to ask questions on specific items. Hubbard suggested Hill expound on specific items that need further explanation and/or discussion.

- Hill stated the shelving in YS was now in good shape.
- Hill reported the repair to the statue had to be held off due to lack of insurance on the part of the company doing the repairs.
- Hill indicated delivery of five small tables for the first floor quiet area is expected next Friday.

- Hill stated McMahon and the volunteer have been doing a good amount of touch-up painting.
- On the 219 property, Hill reported two windows have been repaired, the back door replaced, a dryer button replaced, and the remote for the garage has been replaced. She also stated much landscaping work has been accomplished. There is still a need for some painting, especially the outside trim and stairs. She will get a couple of quotes to help determine the time this painting will require.
- Hill reported McMahon met with Michael from Northern Weathermakers and discovered hail damage to the six condensers on the roof from a recent storm. The damage was to the fins. McMahon can get a special comb to straighten them. Hill mentioned McMahon would be registering for Refrigeration Principles. Hippensteel inquired whether insurance would cover the damage to the fins.
- Hill stated the Library obtained some free furniture (chairs and tables) from COD, although a truck was needed to move the furniture at a cost of \$350. She indicated the chairs were being used throughout the building and the village may use one of the tables.
- Hill asked the opinion of the Board on lawn care treatments. She stated three treatments would be approximately \$150. Wagner expressed his concern about using lawn care due to environmental impact. Seddon also was against using lawn care treatments. Kosek, Hippensteel, and Hubbard felt limited use was necessary.

Budget:

- Hill reported she had completed a budget exercise for the village.
- Hill also indicated she will have a separate line in the next budget for electronic titles.

Staff:

- Hill reported Susan McKean and Marna Rundgren will be the two staff representatives for a new E-Books Task Force within LINC.

Services:

- Hill reported she met Dr. Christine Messina from District 45.
- Hill stated she attended National Night Out with Karen Marnell on Tuesday, August 7. Hill indicated Marnell had collected a number of children's books which were given to children that evening who were very appreciative.
- Hill reported staff is reviewing online calendar demos to be used for programs and online room reservations.
- Hill stated one FOIA request was processed. The information requested was in the village Treasurer's report, which is completed by the Village.
- Hill indicated the Illinois State Library has a new vendor for the Annual Report and Interlibrary Loan Survey. The ILL Survey is due at the end of September.
- Hill reported the Per Capita Grant Application is now available.
- Hill stated she attended the "sizzle" portion of the Chamber's Swing and Sizzle on August 15.
- Hill passed around a brochure created by Candy Smith for *Two Towns and a Book*. Smith will also be interviewed by the Lombard cable commission for these events. Hill indicated we would ask for a copy of the DVD for our cable commission and the Library's collection.
- Hill reported she is involved with fundraising for Kiwanis and is developing an early literacy initiative.
- Kosek inquired about the *Open Meetings Act* training. Hill mentioned the training could be done at home and asked trustees to print their certificates for filing at the Library. Hill

stated she could have the Board's e-mail set up to auto-forward to their personal e-mail addresses.

- Hill brought the Board's attention to the outline and notes from *The Trustee's role in Creating Strategic Direction @ Your Library* which were provided in the Board packet. This program was attended by Hill and Wagner on July 14.
- Hill stated the *Per Capita Grant Application* was included in their packet to let the Board know what was being asked. She mentioned the new questions in the application.
- Hill presented the software quote from Evanced. She stated the Library needs a more efficient way to manage the scheduling of rooms.

Unfinished Business:

Update on Youth Services Floor Reconfiguration: Hill reported the caterpillar and the leaf table are in place. She also mentioned that after visiting College of DuPage that staff may have found the perfect solution for YS tables.

Staff Recognition Dinner: Hill stated she had discussed the location of the Staff Recognition Dinner with Hubbard and they were recommending La Tosca. The Board approved the suggestion. The Dinner will be held on Thursday, October 18.

New Business:

Long Range Plan Report:

- Hill stated Department Heads need to focus on the Long Range Plan and determine what has been accomplished and what still needs to be done.
- Hill indicated she met with Bledsoe and School Liaison, Nancy Gergets, to discuss outreach to schools.
- Hill stated Susan McKean has drafted an Early Literacy brochure. When finished, it will be provided to doctor's offices and pre-schools.
- Hill reported Youth Services does not feel the Teacher Open House has been successful, although the Pre-school Fair has been. It was held at Addison Public Library last year and next time will be held at the Annex.
- Hill stated the goal of purchasing new furniture in Youth Services has been met and the Youth Services programs are very good.
- Hill also indicated the Library has a staff member (Marion Olea) who is translating Library forms to Spanish.

Per Capita Grant Requirement:

- Hill stated she spoke with the county regarding supplemental tax funding and was told the Library could go to a referendum for building and maintenance.
- Hill sought the Board's advice on how to answer questions #11 and #12 on the Per Capita Grant application.

Disposal of Library Furniture and Equipment: McCleary moved to dispose of library furniture and equipment. Wagner seconded the motion. Hill reviewed the normal procedures for disposing of library furniture. Motion carried on voice vote.

Executive Session: Business Matters: McCleary moved the Board go into 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 went into Executive Session at 8:50 p.m.

Wagner moved the Board come out of Executive Session. McCleary 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 9:02 p.m.

Planning of Future Meetings: Hubbard stated she, Hippensteel, and McCleary would not be attending the regularly scheduled meeting in September. She indicated the remaining four Board members would need to attend to ensure a quorum. Hill stated the next “Coffee with the Board” is scheduled for September 15 and is in *The Resource*. There is no meeting scheduled for the Finance or Building Committees.

Around the Table: Kosek reported he would be leaving Monday on a train trip to Seattle to attend a wedding. He also stated he just got a part in *Macbeth*. Hippensteel indicated he will be in a half marathon on Labor Day in Oak Brook. McCleary mentioned his attire was due to just coming from a wake for a former student of his that was killed in St. Louis. Hill reported she would be in Wisconsin next week visiting friends and family. Seddon will be spending the last two weeks in September at the beach on Cape Cod. Matkowski reported getting a new dog; a rescue dog. He also mentioned their expectant baby is a boy and is due around Thanksgiving. Wagner reported moving his youngest daughter to Detroit. He stated she is assigned to a school and wanted to live in the city. Hubbard is leaving tomorrow to visit family in the Upper Peninsula and then will be traveling to Italy and visiting Venice, Florence, and Rome.

Adjournment: McCleary moved the meeting to be adjourned. Matkowski seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:10 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary