

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES**

January 23, 2013

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, Matt Matkowski, Mark McCleary, Steve Seddon, Bob Wagner (arrived 8:22 p.m.).

Trustees Absent: Stan Kosek.

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

Introduction of Visitors: Michelle Geyer-Ross; Nanette Andersson, Andersson Architecture + Design; Melissa Heischberg; Jeff Sand.

Public Participation: Nanette Andersson presented a report on the Library's elevator. She reviewed several options and recommended modernizing or replacing the elevator.

Jeff Sand, Automation Services Coordinator, presented the 2013-2016 Technology Plan.  
[Wagner arrived during the Technology Plan presentation.]

Melissa Heischberg, Web Content Assistant, described the new developments in the Library's web page, especially the YS appearance and content.

Approval of the Minutes of the December 26, 2012 Regular Meeting: McCleary moved the minutes be approved. Seddon seconded the motion. The motion carried on voice vote.

Approval of the January 12, 2013 Policy Committee Meeting Minutes: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill three or four times this month to discuss the elevator, the agenda for this evening's meeting, and personnel issues. She mentioned she and Hill also met with Graham Harwood, Owners' Services, Inc. in order to discuss the elevator options.

Committee Reports:

- Finance Committee: Hill indicated the Finance Committee did not meet this month.
- Policy Committee: Hippensteel stated the Policy Committee will be scheduling a meeting date.
- Building Committee: Hubbard reported the Building Committee met on January 9 with Father Cote to discuss swapping the two properties to the north of the Library or swapping the two parking lots. Father Cote appeared more interested in swapping the parking lots, but stated he could do nothing without the consent of the diocese. Hill felt there was no interest

in swapping the properties to the north. Hubbard stated she would call Father Cote after he speaks with the parish board and the diocese.

Report of the Treasurer: Wagner reviewed the bill listing and could not get it to add up to the bill listing amount. Wagner conferred with Hill and the discrepancy was quickly identified as a journal entry and corrected.

Approval of the Bill Listing, dated January 23, 2013, in the amount of \$49,550.51: Wagner moved to approve the bill listing in the amount of \$49,550.51. Matkowski seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Hippensteel</b>	<b>NAYS:</b>	<b>None</b>
	<b>Hubbard</b>		
	<b>Matkowski</b>		
	<b>McCleary</b>		
	<b>Seddon</b>		
	<b>Wagner</b>		

<b>ABSENT:</b>	<b>None</b>	<b>ABSTAIN:</b>	<b>None</b>
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**After some discussion, the MOTION CARRIED.**

Hill reported the Library is on track with the property tax receipts for this time of the year.

Report of LINC Representative: Matkowski reported there will be a LINC meeting next month.

RAILS News: Hill stated there was discussion at the recent Administrator's meeting at Itasca regarding a study to be done on the van delivery. It was not known who is in (conducting?) the study.

Report of the Friends of the Library Liaison: Seddon reported the Friends have \$2509.88; they earned over \$1700 for the Murder Mystery Event; and Tee Time at the Library is on March 3. Seddon stated there was a meeting to discuss fundraising and they hope to have one event each month. Seddon indicated they are looking to host a trivia night and they also discussed creating baskets for auction during Tee Time.

Report of Gifts and Program Sponsorships: Hill stated the Library received a \$100 anonymous gift from a gentleman who stated we do a lot for the community.

Correspondence:

Letter and Rider to City of Oakbrook Terrace for Renewal of Library Service: Hill stated the letter for renewal of library service would be mailed tomorrow.

Letters to Legislators: Hill mentioned she needed the addresses for the incumbent legislators.

School District 88: Hill reported the letter inquiring if School District 88 would consider an intergovernmental agreement with the Library was mailed yesterday.

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

Library Director's Report:

*Building(s):*

- Hill reported she met with Susan McKean and Jean Jansen about moving forward on additional changes in Youth Services. They will proceed with some of the changes this year, but not others until the elevator and future plans are determined.

*Budget:*

- Hill stated the disposal expense budget line may change next year. Hill explained the Village Manager indicated he would like to include the Library in their request for disposal service and he would also like to see if they could get all public buildings at no expense. Hill indicated she received an e-mail from Roy Strom stating they felt a 1.5 yard disposal and recycling container would probably suffice. Hill stated the Library currently has a 2 yard container and 4 recycling containers from Waste Management. Hill indicated she would have to discuss with the representative from Strom.

*Collections:*

- Hill reported the Adult Services staff is in the process of shifting the print collection. Hill also indicated Adult Services will be moving the nonfiction DVDs from the nonfiction stacks to the multimedia room in order to make more room for nonfiction books.

*Staff:*

- Hill mentioned the part-time Maintenance/Custodial position is the Library's only opening and it has been difficult to fill.
- Hill reported there was an initial discussion regarding additional police training at a Department Heads meeting. Hill stated she will e-mail a link to the video *Run, Hide, and Fight* to all staff members for viewing. She also indicated she would like to invite the Chief of Police to take a tour of the building and meet staff.

*Services:*

- Hill stated Carol Dawe, LINC Consortium Manager, met with public services staff regarding the new Enterprise product. Hill indicated she would like to see the credit card payment feature.
- Hill reported Tee Time is progressing and there have been several donations, including Hensley's Prairie Path Realty, Northern Weathermakers and Michael Anthonys.
- Hill mentioned the Kiwanis will be meeting at the Library on February 9 for the annual Wii Bowling event. She stated they will also meet her on February 19 to work on hospital dolls for their service project.
- Hill stated she met with Susan McKean and Nancy Gergets regarding the intergovernmental agreement letter to the school districts. She indicated the letters had been mailed.
- Hill directed the Board's attention to the list of meetings she had attended in January and also stated she planned on attending the LACONI Administrators' program *2025 the Future of Library Services* and the Illinois Management Associations HR Conference in March.

Hill indicated she had been working on a form that would detail the salaries/wages, benefits, etc. for each staff member.

Hill also mentioned she is working on improvements to security for the building, staff, patron information, etc.

Unfinished Business:

Approval of Revisions to Policy 423, Personnel: Attire: McCleary moved to approve Policy 423 as revised. Wagner seconded the motion. After discussion, the motion carried on voice vote.

Review of Annual Library Certification Process (Completed Paperwork): Hill stated the re-certification process has been completed. She indicated she would enter this process on the annual calendar for January.

Discussion of Long Range Planning and Library Space Needs: Hubbard stated there was a need for a Committee-of-the-Whole meeting. The items for discussion would be the elevator, the property swap with St. Alexander and a consultant for the strategic plan. Hill indicated she would 'doodle' for a meeting date.

New Business:

Approval of Technology Plan (2013-2016): McCleary moved to approve the Technology Plan. Matkowski seconded the motion. After discussion, the motion carried on voice vote.

Board Review of List of Individuals Affiliated with Library Who Are Required to File the Ethics Form: Hill stated this list must be filed annually with the county.

Approval of Revised Policy 190, General Policies, Hours of Operation: Wagner moved to approve Policy 190 as revised. McCleary seconded the motion. Hill stated the change has been in practice 'forever'; we need to make it policy. The motion carried on voice vote.

Approval of Removal of Policy 528, Building Use, Cassette Player and Compact Disc Player for Public Use: McCleary moved to approve the removal of Policy 528. Seddon seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 568, Building Use, Code of Conduct: McCleary moved to approve Policy 568 as revised. Matkowski seconded the motion. Hill explained the rationale of revising the policy was to make the locations where eating in the Library was allowed more specific. After discussion, the motion carried on voice vote.

Approval of Revised Policy 643, Materials: Public Information, Services, and Networks: Wagner moved to approve Policy 643 as revised. McCleary seconded the motion. Hill indicated the change was requested in order to help staff close and leave the building by closing. Wagner inquired about piracy. After discussion, the motion carried on voice vote.

Discussion on amending the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2012 and ending on April 30, 2013: Hill explained changes in working and amendments to be made on budget.

Discussion adopting the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2013 and ending on April 30, 2014: Hill outlined the modifications to the proposed budget since the last board meeting.

Executive Session: Personnel Matters: McCleary moved the Board go into Executive Session. Matkowski seconded the motion.

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

The Board went into Executive Session at 9:40 p.m.

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

**ROLL CALL VOTE:**

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

**NAYS:** None

**ABSENT:** None

**ABSTAIN:** None

**MOTION CARRIED**

The Board came out of Executive Session at 9:47 p.m.

Planning of Future Meetings: Hill indicated she would ‘doodle’ a meeting date for the COW and the Policy Committee. She stated she would speak with the Village Finance Director Shannon Lump to arrange a meeting with the Finance Committee. Hubbard mentioned the Building Committee would meet after the meeting with Father Cote.

Around the Table: Wagner apologized for being late and since he will be on a new schedule, he will be able to be on time in the future. Matkowski stated he had been sick and apologized for missing the Coffee with the Board. Seddon suggested retiring the Coffee with the Board and mentioned it was nice to see Michelle Geyer-Ross at the meeting. Hill stated the review of the Executive Session minutes would be on next month’s agenda. She thanked Bledsoe for attending a Village Department meeting in her stead. Bledsoe reported on how much the Village Manager liked the Library’s staff newsletter. McCleary also apologized for not attending the Coffee with the Board. He mentioned he had a new hobby: making baskets. Hippensteel reported he started a new job as a case manager for people with disabilities. He also reported the new superintendent of District 45 is Tony Palmissano. Hippensteel stated he also has a new hobby: brewing beer. Hubbard stated she was also not at the Coffee with the Board because she was in Panama. She and

Hill did go to the Punch Party at the Villa Park Historical Society on January 10. Bledsoe indicated she would miss the next Board meeting because she would be on vacation in Puerto Rico.

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 10:00 p.m.

Respectfully submitted,

Martha Bledsoe  
Recording Secretary (not due back to library until March 10)

Signed by,

Sandra D. Hill  
Library Director