

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

February 27, 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.

Trustees Absent: Stan Kosek.

Also Present: Sandra Hill, Library Director..

Introduction of Visitors: Michelle Geyer-Ross; Mike Christ from Executive Services Corp.

Public Participation: Mr. Christ introduced himself to the Library Board. He asked some questions of the Board regarding initial thoughts on the needs of the Library and the community. He provided the board with some ideas on how he and the ESC team could proceed in the development of the Library's new strategic plan.

Approval of the Minutes of the January 23, 2013 Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the January 23, 2013 Executive Session Meeting: Tabled until the next meeting.

Approval of the Minutes of the February 16, 2013 Committee of the Whole Meeting: Wagner moved the minutes be approved. Seddon seconded the motion. The motion carried.

Report of the Board President: Hubbard reported she met with Hill a couple of times this month. She mentioned the Library had closed on Tuesday at 5 p.m. due to snow. She indicated she would speak to Father Mark.

Committee Reports:

- Finance Committee: None.
- Policy Committee: Hill indicated she would "doodle" an invite for the next meeting.
- Building Committee: None.

Report of the Treasurer: Wagner reported no issues with the bill listing.

Approval of the Bill Listing, dated February 27, 2013, in the amount of \$72,155.71: Wagner moved to approve the bill listing in the amount of \$72,155.71. McCleary seconded the motion.

ROLL CALL VOTE:

AYES: **Hippensteel** **NAYS:** **None**

**Hubbard
Matkowski
McCleary
Seddon
Wagner**

ABSENT: Kosek ABSTAIN: None

After some discussion, the MOTION CARRIED.

Report of LINC Representative: Matkowski reported the LINC FY 2013-2014 budget was approved. The new evaluation tool was also approved. He indicated there had been a network security issue which was resolved.

RAILS News: None.

Report of the Friends of the Library Liaison: Seddon reported the Friends were in charge of concessions and the silent auction for Tee Time @ the Library. The Library Board determined to donate a basket. Seddon also stated the Friends next general meeting was April 10th with the annual Poetry reading to follow.

Report of Gifts and Program Sponsorships.

Correspondence: Hill indicated she would edit the letter to legislators.

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

Library Director's Report:

- Hill reported staff were proceeding with a couple furniture purchases for the Youth Services Department.
- Hill stated Nanette Andersson created an electronic copy of the library's as built plans.
- Hill indicated Martha, John, and Carolyn would be working on the Emergency Response Plan update.
- Hill reported RA staff were working on weeding the mystery collection that have low circulations in order to allow for an additional stack for fiction books.
- Hill stated Sean and Susan will be revising the Collection Management Plan.
- Hill reported there were no vacancies.
- Hill indicated Tee Time would be Sunday from noon to four. The Library has collected \$2700 from sponsors as well as some donations for the Friends auction baskets.
- Hill stated she had written and submitted a guest column article to *Villa Park Argus* on early literacy on 2/18/2013

Unfinished Business:

Approval for amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2012 and ending on April 30, 2013: McCleary moved to approved the budget amendments. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES: Hippensteel NAYS: None

**Hubbard
Matkowski
McCleary
Seddon
Wagner**

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

Approval of Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois providing for a budget for the fiscal year beginning May 1, 2013 and ending on April 30, 2014. McCleary moved to approve the resolution. Matkowski seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

New Business

Approval to Renew Library Service to the City of Oakbrook Terrace. McCleary moved to renew library service to the City of Oakbrook Terrace. Hippensteel seconded the motion.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

Approval of proposal from Andersoon Architecture & Design for Elevator Modernization Project. The approval was tabled until the Library's attorney has reviewed the contract.

Planning of Future Meetings: Hill indicated she would 'doodle' a meeting date the Policy Committee. The Board determined to schedule a Special Meeting in March. Hill indicate she would "doodle" a meeting date for that meeting as well.

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 9:57 p.m.

Respectfully submitted,

Sandra D. Hill
Recording Secretary Pro Tem