

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
March 27, 2013

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:35 p.m.

Trustees Present: Pat Hubbard, Matt Matkowski (arrived 7:36 p.m.), Mark McCleary, Steve Seddon, Bob Wagner.

Trustees Absent: Dan Hippensteel, Stan Kosek.

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

Public Participation: Kevin Heffernan from State Representative Deb Conroy's office introduced himself, delivered contact information, and offered to be of service to the Library. He also indicated Rep. Conroy's office would like to know of any library programs she could attend.

Wagner stated Mr. Heffernan's visit was the first ever by an elected official's office.

[Matkowski arrived at this at this point of the meeting.]

Introduction of Visitors: Sean Birmingham, Head of Adult Services / Candy Smith, Head of Readers Advisory.

Smith reported on shifting and changes in location of the AS fiction and AV collections. She stated the Library will hold a Food for Fines event during National Library Week. She also mentioned the AS Summer Reading Club theme will be "Have Book - Will Travel Thru Time and Space".

Birmingham reported on the AS Department's work on various social media sites. He also indicated there was interest in the books received from the "*Bridging Cultures* Bookshelf: Muslim Journeys" grant and book discussions will be held on a number of these books. Birmingham reported the Library was switching its magazine index to Ebsco and would be subscribing to Zinio online magazines.

Approval of the Minutes of the February 27, 2013 Regular Meeting: Wagner moved the minutes be approved. McCleary seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the March 16, 2013 Special Meeting: McCleary moved the minutes be approved. Seddon seconded the motion. The motion carried on voice vote.

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

Report of the Board President: Hubbard reported she spoke with Hill a couple of times this month. She also stated she spoke with Father Cote to inform him the Library was still interested in swapping the property south with the property north and if that was accomplished, the Library

Building(s):

- Hill reported the drain in the penthouse was replaced, the village inspected it, and it passed inspection. Therefore, she stated, the boiler water should no longer leak into the Reading Room. Hill further discussed additional problems with the boilers, the service from Northern Weathermakers, and a recommendation for Acitelli Heating and Piping Co. Hill presented a quote from Acitelli for additional boiler work.
- Hill mentioned the first floor carpet will be cleaned on Saturday evening, March 30.
- Hill stated Otis Elevator wants to charge \$185 for installing a data plate for the elevator. Hill indicated it appears our modernization project will address this issue. She stated wiring diagrams for the current elevator have been located by the village inspector. She will investigate further.

Collections:

- Hill reported in addition to AS and YS deciding to drop Gale's General Reference Center and move to Ebsco's Magazine database, they have also decided to move from Tutor.com to Brainfuse.

Staff:

- Hill stated Mary Kay Schultz will be retiring sometime this spring and her position has been posted.
- Hill indicated staff is currently conducting evaluations.
- Hill reported she met with Meg Rose, who has a Master's Degree in Public Administration, to discuss a temporary position in Administration.
- Hill mentioned she met with Brian LeFevre from Sikich Accounting who will have a proposal for us by the first week in April.

Services:

- Hill stated she completed an online survey regarding RAILS updates.
- Hill reported Tee Time @ the Library was a big success. She indicated she would like to try it one more year, that it is fun for the community and staff, but a lot of work. She requested the board consider closing the Library next year on March 2 (Dr. Seuss's birthday) for Tee Time @ the Library.
- Hill mentioned she gave the Board copies of the article she wrote and submitted to the *Villa Park Argus* on the community and the Library on March 18.
- Hill pointed out the link to the SALT presentation she did in February.

Unfinished Business: None.

New Business:

Disposal of Library Furniture and Equipment: Wagner moved to dispose of library furniture and equipment. McCleary seconded the motion.

ROLL CALL VOTE:

AYES:

**Hubbard
Matkowski
McCleary
Seddon**

NAYS:

None

Wagner

ABSENT: Hippensteel, Kosek **ABSTAIN:** None

After some discussion, the MOTION CARRIED.

Approval of lease and service agreement for Minolta Bizhub 454 copier—Memo, Lease, Maintenance, Removal: McCleary moved to approve the lease and service agreement. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES: Hubbard
Matkowski
McCleary
Seddon
Wagner **NAYS:** None

ABSENT: Hippensteel, Kosek **ABSTAIN:** None

After some discussion, the MOTION CARRIED.

Approval of proposal from Andersson Architecture & Design for Elevator Modernization Project: McCleary moved to approve the proposal for the elevator modernization project. Wagner seconded the motion.

ROLL CALL VOTE:

AYES: Hubbard
Matkowski
McCleary
Seddon
Wagner **NAYS:** None

ABSENT: Hippensteel, Kosek **ABSTAIN:** None

After some discussion, the MOTION CARRIED.

Approval of the 2013 Wage and Salary Chart: Wagner moved to approve the 2013 Wage and Salary Chart. McCleary seconded the motion. Wagner inquired as to the status of the position of Assistant Director. Hill stated she sees a need for a Business Manager more than an Assistant Director in Administration. Motion carried on voice vote.

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

ROLL CALL VOTE:

AYES: Hubbard
Matkowski
McCleary
Seddon
Wagner **NAYS:** None

ABSENT: **Hippensteel, Kosek** **ABSTAIN:** **None**

MOTION CARRIED

The Board went into Executive Session at 8:45 p.m.

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

ROLL CALL VOTE:

AYES: **Hubbard** **NAYS:** **None**
 Matkowski
 McCleary
 Seddon
 Wagner

ABSENT: **Hippensteel, Kosek** **ABSTAIN:** **None**

MOTION CARRIED

The Board came out of Executive Session at 9:35 p.m.

Planning of Future Meetings: Hubbard stated the Policy Committee meeting will be next Thursday and the next special meeting would be at 9:30 a.m. on April 20.

Around the Table: Bledsoe reported she had a very nice, but physically challenging, vacation in Puerto Rico. Wagner stated he saw U.S. Congresswoman Tammy Duckworth in her District Office. He requested the Library include the food pantry at the Christian Church of Villa Park in our Food for Fines program. He also mentioned an event being held tomorrow for Deb Bullwinkle at the Sugar Creek Golf Course and that the candidate forum is on TV every evening at 6:00. Matkowski had nothing to report. Seddon stated early voting has begun. He also reported the Coalition for Villa Park Pools will paint the building at Lufkin Pool. Hill wished everyone a happy Easter and stated she was expecting her father for the holiday. McCleary also wished everyone a happy Easter and stated he voted today. He mentioned he would be on vacation for two weeks. Hubbard reported she and Hill saw U.S. Congresswoman Tammy Duckworth at Bloomingdale Public Library and that Duckworth is on a committee looking into Medicare and Social Security fraud. Hubbard stated ILA is encouraging libraries to invite legislators to come to their libraries.

Adjournment: Wagner moved the meeting to be adjourned. McCleary seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:50 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary