

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 24, 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, Stan Kosek, Matt Matkowski, Mark McCleary, Steve Seddon, Bob Wagner [arrived at 7:42 p.m.].

Trustees Absent: None.

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

Public Participation: None.

Introduction of Visitors: Michelle Geyer-Ross; Mike Christ, Susan Schaffrath, and Roberta Liebler from Executive Service Corps.

Revisions to Agenda: Hubbard requested Unfinished Business: Strategic Plan be moved forward in order to allow guests from Executive Service Corps to make their presentation.

Unfinished Business:

Strategic Plan Update: Mike Christ, Susan Schaffrath, Roberta Liebler from Executive Service Corps introduced themselves and described their background to the Board. Christ stated he will interview every Board member, starting in May. He indicated he would also want to speak with community leaders, especially those of underserved populations. In June, Christ continued, the Board and senior staff will attend a retreat in order to do a SWOT analysis. Christ stated he hoped the plan would be completed by September.

Approval of the Minutes of the March 27, 2013 Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. Motion carried on voice vote.

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

Approval of the Minutes of the April 4, 2013 Policy Meeting: Hippensteel moved the minutes be approved. Matkowski seconded the motion. Motion carried on voice vote.

Approval of the Minutes of the March 27, 2013 Executive Session Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. Motion carried on voice vote.

Report of the Board President: Hubbard reported she communicated with Hill via e-mail and telephone regarding scheduling a Finance Committee meeting to discuss the move to do our own accounting. Hubbard also stated she discussed with Hill the requirements for the membership of the Finance Committee.

Committee Reports: None.

Report of the Treasurer: Wagner requested a recess to discuss the bill listing with Hill. After a short recess, Wagner reported all was in order with the bill listing.

Approval Bill Listing dated April 24, 2013 in the amount of \$68,903.10: Wagner moved to approve the bill listing in the amount of \$68,903.10. Kosek seconded the motion.

ROLL CALL VOTE:

AYES:

**Hippensteel
Hubbard
Kosek
Matkowski
McCleary
Seddon
Wagner**

NAYS:

ABSENT:

ABSTAIN:

After some discussion the MOTION CARRIED

Report of LINC Representative: Matkowski reported LINC Governing Board approved investing some LINC funds the Illinois Metropolitan Investment Fund (IMET) since this pool realized higher returns on their investments. He also indicated the evaluation of the consortium manager turned into a discussion of the re-purposing of LINC. Matkowski stated LINC will hire consul. Matkowski also mentioned he was elected vice-president of the LINC Governing Board.

RAILS News: Hill reported a Chicago Public Library patron presented a RAILS library card he had received at Oak Park Public Library. Hill stated neither she nor Bledsoe had been informed of these cards, nor was anything about them on the RAILS web site. Hill indicated she would check with the LINC Administrators.

Report of the Friends of the Library Liaison: Seddon stated the Friends met at the Annex in April and officers were elected. Meredith Meder is President; Lynn Hippensteel, Vice-President; Ann Marie Testa, Treasurer; and Michelle MacCabee, Secretary. Seddon reported there was a Poetry Reading after the meeting and invited everyone to join the Friends.

Report of Gifts and Programs Sponsorships: Hill stated there was one gift.

Correspondence:

Certificate of Status of Total Exempt Property: Hill stated the certificate needs signature and notarizing.

Letter from Secretary of State: Per Capita Grant Award: Hill reported the Per Capita Grant has been awarded in the amount of 22,509.65. She also stated that although the funds have not been received, they must be spent by June 30, 2014.

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

Library Director's Report:

Building(s):

- Hill stated she will work with Flooring Solutions to schedule the stair carpeting replacement in June.

Collections:

- Hill reported Department Heads have discussed a thorough and intensive review of Policy 731.

Staff:

- Hill indicated Mary Kay Schultz's last day will be May 12th.
- Hill stated evaluations are continuing.
- Hill reported Meg Rose started on Monday, April 22. Hill mentioned her first project will be reviewing the Intranet.

Services:

- Hill stated the next article she will write for the *Villa Park Argus* will be due on May 19. She indicated it would focus on summer reading.
- Hill mentioned the next issue of the Resource is in homes today. She stated the printer is a local business and is good to work with.
- Hill reported the Solution Squad has been discussing how to deal with infectious agents. She stated staff is reviewing all cleaning procedures. Hill indicated she spoke with the Fire Department and Janet Gorman, the Village's Risk Manager. She also mentioned Susan McKean, Head of Youth Services, contacted the County Health Department and is evaluating having puppets in the collection. Hill stated she would speak with the Fire Department about offering training for blood borne pathogens at the Library.
- Hill indicated the Library would be getting mulch to freshen up the plantings.
- Hill stated State Representative Deb Conroy will be at the Library for a town hall meeting on June 13.
- Hill reported the Police Department will be having a cookout on May 3.
- Hill stated Melissa Heischberg, Web Content Assistant, has made good progress on the program room reservation software and the next step will be testing.

Accounting:

- Hill reported she spoke with Betsy Adamowski, the Director at Itasca Community Library regarding accounting services. Itasca does in-house accounting, but they use Sikich for their audit. They migrated from the village accounting system some years ago. Hill stated Adamowski thought Sikich would be able to get us up and going since they know everything involved. Hill contacted Diana Brown at St. Charles Public Library and they also do in-house accounting and use Sikich for their audit.
- Hill mentioned she contacted another accounting firm is waiting for a return call. She stated this firm, Wolf, has done Sugar Creek Golf Course's audit.
- Hill provided a list of costs for in-house accounting and stated we do not have to do a request for proposal per the Library's attorney. She indicated the representative from Sikich has been asked to attend the May Board meeting.

New Business:

Per Capita Grant Requirement: Standards: Memo; Marketing, Promotion, and Collaboration:
Hill reported on a number of ways the Library was meeting the standards of Chapter 10, Marketing, Promotion, and Collaboration from *Serving Our Public 2.0: Standards for Illinois Public Libraries*. These include Maureen O'Brochta, Marketing Communication Specialist, working on a Marketing Plan and an analysis of the community and McKean working with the YMCA group. Hill stated

she will present the *Resource* at the Cable Commission meeting. Hill also indicated the Library has started gathering e-mail addresses for promotion purposes.

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

ROLL CALL VOTE:

AYES:

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Kosek
Matkowski
McCleary
Seddon
Wagner**

NAYS:

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ABSTAIN:

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Department Reports: Bledsoe stated Circulation had a new postage meter. She also reported Circulation Assistant Marion Olea had translated and created several Spanish bookmarks and forms. Hill mentioned Sundus Shaikh was promoted from YS Page, to Circulation Assistant.

Executive Session: None.

Planning of Future Meetings: Hill indicated she would “doodle” a meeting date for the Finance Committee. Hubbard stated the annual meeting and the next regular meeting will be on May 22 and the half day retreat in June.

Around the Table: Bledsoe had nothing to report. Wagner thanked Hill for helping with the Environmental Commission awards promoting recycling in Villa Park. He stated he attended the Village Board meeting on Monday and the Prairie Path/Great Western Trail clean-up will be this Saturday. Matkowski had nothing to report. Seddon said “goodbye” to the Board as it was his last meeting and thanked the Board for having him. Hill indicated she would be taking a few days off. McCleary congratulated Wagner for being elected as a Village Trustee and thanked Seddon for his work on the Board. McCleary also mentioned the Carving Club show at Cantigny. Hippensteel reported he ran a half marathon. Kosek stated he would be in Arizona for a couple of weeks. Hubbard reported she had flooding, up to 18” of water, but all is back to normal now. She also indicated she would be going to Springfield with family.

McCleary moved the meeting to be adjourned. Kosek seconded the motion. Motion carried on voice vote. 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