

VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 26, 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: Michelle Geyer-Ross, Dan Hippensteel, Pat Hubbard, Stan Kosek, Matt Matkowski (arrived at 7:38 p.m.), Mark McCleary, Bob Wagner.

Trustees Absent: None.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the May 22, 2013 Regular Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. With one minor change, the motion carried on voice vote.

Report of the Board President: Hubbard stated she spoke with Hill via e-mail, phone, and face-to-face regarding the elevator, the stress testing for the elevator, and the agenda.

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

Committee Reports:

Policy Committee: None.

Building Committee: Hubbard reported on the Committee's visit to the Medical Arts Building.

Finance Committee: Hill stated the Finance Committee met the previous Thursday (June 20) and the minutes will be on next month's agenda.

Report of the Treasurer: McCleary stated he had reviewed the bill listings and all was in order.

Approval Bill Listing dated June 26, 2013 for FY 2012-13 in the amount of \$13,275.45 and Approval Bill Listing dated June 26, 2013 for FY 2013-14 in the amount of \$79,471.66: McCleary moved to approve the bill listings for FY 2012-13 in the amount of \$13,275.45 and FY 2013-14 in the amount \$79,471.66. Wagner seconded the motion.

ROLL CALL VOTE:

AYES:	Geyer-Ross	NAYS:	None
	Hippensteel		
	Hubbard		
	Kosek		

**Matkowski
McCleary
Wagner**

ABSENT: None

ABSTAIN: None

After some discussion the MOTION CARRIED

Library Balance Sheet: Hill directed the Board's attention to the Fund Balance Retained Earnings on this report. She stated this line item is from previous fiscal years and shows a very healthy fund balance.

Report of LINC Representative: Matkowski stated the last meeting of the LINC Board was June 5. The Board moved fifty percent of their fund balance to IMET. He reported a bylaws committee is being formed and the Library will host the November 6 meeting of the LINC Board.

RAILS News: Hill reported RAILS and HTLS received a \$900,000+ grant from the State Library for e-books. RAILS will be purchasing from Baker & Taylor, while HTLS will go with 3M. The Library may be able to borrow from the RAILS collection.

Report of the Friends of the Library Liaison: Geyer-Ross stated she could not make the Friends meeting. Hill reported three of the officers met. The date for the pool party was firmed-up and the fire hydrant has been adopted. She also mentioned the Friends are still having problems getting the membership rolls and the treasurer's records from the previous officers. Hill indicated the next meeting will be the pool party; the Friends will be a presence at the Kiwanis concerts, and auditions for the Murder Mystery Event will be in August.

Report of Gifts and Programs Sponsorships: The Board viewed the report.

Correspondence: None.

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

Library Director's Report:

Board Information:

- Hill requested the Board let her know if they are interested in the trustee orientation at Dominican University or Trustee Day at the ILA Conference on October 16.
- Hill mentioned an interesting article on metrics that can be found on publiclibrariesonline.org.

Building(s):

- Hill indicated the carpeting on the stairwell has been completed.
- Hill stated a number of new perennials have been planted on the west side of the lawn area.
- Hill reported a firm e-mail was sent to Konica Minolta and the copier was picked up yesterday.
- Hill stated the Library's attorney was working on the RFP for the elevator project. She mentioned she had spoken with him today and the RFP should be ready next week and then it would go back to the architect. She also indicated the elevator should have an annual stress test but the inspector has not requested one yet. Hill stated the Library has until September, at which time she will ask him about it. Hill stated the elevator project is on track, but progress is slower than originally hoped.
- Hill reported the Library had a walk-through by the village risk manager and an IRMA representative on June 24 and she will address any issues in their written report.
- Hill indicated Meg Rose is reviewing the Emergency Response Plan and contacting vendors for current information. Hill stated Rose will also be updating the Building Orientation Plan.

Collections:

- Hill stated Department Heads Birmingham, McKean, and Bradford have started the review of the collection development plan and have made good progress.
- Hill mentioned some shelving has been shifted on the first floor.

Staff:

- Hill mentioned Joan Lampo from Elmhurst is our new page in YS.

Services:

- Hill reported the reading clubs are going strong. She stated YS had 241 in attendance for a juggler program and shifting furniture in ongoing.
- Hill indicated a copy of the column she wrote for the *Argus* is included in the Board packet.
- Hill requested the Board let her know if they wished to attend the VP Chamber of Commerce's Swing and Sizzle.
- Hill reported Maureen O'Brochta, Marketing Communications Specialist, generated the ad for the Chamber of Commerce's community publication (partnering with the Daily Herald) and that she had worked with the staff writer on the content for the Library. Hill also stated O'Brochta sent out two e-mails for YS programs using Constant Content.
- Hill indicated the new Enterprise catalog will be available on one of the AS computer catalogs this week.
- Hill stated Deb Conroy's office has booked a room for a town hall meeting on Monday, July 1.
- Hill mentioned the accounting agreement was approved with the cancellation clause and the tech person has called about the Peachtree software.
- Hill stated Marion Olea, Circulation Assistant, has volunteered to translate a number of the Library's bookmarks and forms to Spanish.
- Hill reported one of our patrons has been reported to the Police Department for not returning \$1000 of Villa Park's and \$1000 of Elmhurst Public Library's materials. Hill stated she and Bledsoe visited a couple of pawn shops to see if they could recover some of the Library's materials.
- Hill indicated ComEd would pay for electricity on a property if the building was designated a cooling/warming/evacuation center. It was the consensus of the Board to allow the building to be designated as such.

Unfinished Business:

Strategic Plan Update: Hill stated she will send the results of the online survey to the Board. She reported Mike Christ may recommend revising the Mission and Vision Statements. Hill stated the retreat is planned for August or September; the preliminary report would be ready by September and the final report in October. Hill asked the Board for names of "opinionaters" to be interviewed by ESC.

Marketing Communications Plan: McCleary moved the Marketing Communications Plan be approved. Matkowski seconded the motion. After some discussion including a few changes and additions, the motion carried on voice vote.

New Business:

Annual Reports:

- Wagner moved to accept the Annual Report to the Village as revised by the Finance Committee. Geyer-Ross seconded the motion. The motion carried on voice vote.
- McCleary moved to accept the Annual Report to the State. Matkowski seconded the motion. After some discussion regarding the addition of fund balance information on this year's report, the motion carried on voice vote.

Library Closing: Staff In-service Day: Matkowski moved the Library be closed on Friday, September 27th for the Staff In-service Day. McCleary seconded the motion. Hill stated the focus for the In-service Day

would be team building and improving communication across department lines. The motion carried on voice vote.

Staff and Volunteer Recognition Event: Hill stated the Staff and volunteer Recognition event would be held on October 17 at La Tosca.

Prevailing Wage Resolution: McCleary moved the Library adopt the joint prevailing wage resolution with the Village, School Districts #45, #48, and #88. Wagner seconded the motion. Hill stated the signed resolution would be delivered to District #88 tomorrow. The motion carried on voice vote.

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

ROLL CALL VOTE:

AYES:	Geyer-Ross	NAYS:	None
	Hippensteel		
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		
	Wagner		

ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

Policy 731: Circulation, Schedule of Fines and Fees: Wagner moved to approve the revised policy. McCleary seconded the motion. Motion carried on voice vote.

Approval of Agreement with Tenacious Cleaning Services: McCleary moved to approve the agreement with Tenacious Cleaning in the amount of \$25,740.00. Matkowski seconded the motion. Hill stated all the company’s references were contacted and the references were glowing. Hill indicated she would e-mail the Board a list of tasks to be done. She stated hiring a cleaning service will free up McMahan to do maintenance work.

ROLL CALL VOTE:

AYES:	Geyer-Ross	NAYS:	None
	Hippensteel		
	Hubbard		
	Kosek		
	Matkowski		
	McCleary		
	Wagner		

ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

Department Reports: Hill presented one of the folders of materials Jan Wernette, Assistant Head of Adult Services, created for the Bridging Cultures book discussion.

Executive Session: None.

Planning of Future Meetings: Hill stated she would “doodle” a date in September for the strategic planning retreat. Hubbard stated the next regular meeting would be on July 24.

Around the Table: Hippensteel, McCleary, and Bledsoe had nothing to report. Geyer-Ross stated she was having a pig roast for her son, Hayden’s graduation and all were invited. Matkowski reported he purchased a Chevy Volt electric car and has already driven 150 miles without using any gas. Hill mentioned she would be on vacation next week. Hubbard reminded everyone to bring canned goods to the 4th of July parade. She also indicated that, after 17 years, Grace Lutheran Church would no longer host the PADS shelter. Wagner reported he toured the Tesla service facility in Villa Park. He stated he heard WBEZ mention the Library’s Bridging Cultures events. He also reported his company was bought out by Enterprise. Lastly, Wagner stated it was the opinion of the attorneys that due to a possible conflict of interest, after over 15 years of service to the Library, he was resigning from the Board as of now.

Adjournment: McCleary moved the meeting be adjourned. Hippensteel seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:53 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary