

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES (Revised)
July 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: Michelle Geyer-Ross, Dan Hippensteel, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary.

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 June 26, 2013 Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard stated she spoke with Hill via e-mail and in person regarding agenda items. Hubbard reported she, Kosek, and Hill went to the trustee orientation at Dominican University. She also mentioned Trustee Day at ILA on October 16 at Navy Pier.

Committee Reports: None.

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

Approval Bill Listing dated July 24, 2013 for FY 2013-14 in the amount of \$50,632.67: McCleary moved to approve the bill listing in the amount of \$50,632.67. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:	Geyer-Ross Hippensteel Hubbard Kosek Matkowski McCleary	NAYS:	None
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ABSENT:	None	ABSTAIN:	None
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MOTION CARRIED

Report of LINC Representative: Matkowski stated there will be a meeting to discuss the bylaws in August.

RAILS News: Hill reported RAILS will be closed tomorrow for a staff in-service day. She stated Betsy Adamowski, the Director at Itasca Community Library, will be the LINC representative to RAILS as RAILS is now including LINC as a separate entity. Hubbard requested a volunteer from the Board to monitor the RAILS website. Matkowski volunteered. Hill asked that he also watch for possible education opportunities.

Report of the Friends of the Library Liaison: Geyer-Ross stated the next meeting is the pool party on July 28 and there will be a meeting on August 2 concerning the Murder Mystery Event.

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

Correspondence:

DuPage Community Foundation: Hill reported the Foundation has a balance of \$21,495.89 and the book sales garnered over \$700 this month. Hill recommended Dave McGowan from the Foundation visit the Board to advise what should be done with the funds.

Klein, Thorpe, Jenkins: Hill stated the letter is a response to the village auditor.

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

Library Director's Report:

Board Information:

- Hill requested the Board let her know if they wish to attend ILA or the VP Chamber of Commerce's Swing and Sizzle and she will get them registered.
- Hill reported a number of staff attended ALA's exhibits on Saturday, June 29th and were impressed with Midwest Tape's Hoopla product and a Jasper Furniture power solution. She also mentioned Sean Birmingham, Head of Adult Services, found a new contact for microfilming our local newspapers. She stated she sent a letter to the previous vendor requesting the return of our newspapers.

Building(s):

- Hill reported Tenacious Cleaning has begun providing cleaning service and she has seen evidence of their dusting of tables and counters. She indicated Michael McMahon, Head of Maintenance, has had a community service worker also do some dusting.
- Hill stated Konica Minolta has picked up the old copier.
- Hill reported Meg Rose has been working on the Emergency Response Plan and has been doing an excellent job.
- Hill indicated Adult Services will be ordering a new display unit which will be placed near the Readers Advisory Desk. She stated they are trying to get as much display in the building as possible.
- Hill reported the Library may have to get its water tested because the water is browner than should be expected.
- Hill mentioned the Library's garbage contract with Waste Management is up in 2 more years but she is recommending the Board cancel the contract, pay the cancellation fee of three months service, and go with the Village, which would be free.

Collections:

- Hill reported Readers Advisory staff is working on weeding the DVD collection and Birmingham is reviewing the periodical collection.

Staff:

- Hill mentioned Maureen O'Brochta, Marketing Communications Specialist, has turned in her resignation. Hill stated her last day will be August 1.

- Hill reported she and Carolyn would be meeting the next day with Brian LeFevre from Sikich.
- Hill stated Department Heads are working on plans for our Staff In-service Day on September 27. She indicated the day's goal of breaking down barriers between departments will be accomplished by having teams geo-cache and play Amazing Chase.

Services:

- Hill reported the new Enterprise catalog interface is not working as well as they hoped. Hill stated Glen Ellyn Public Library performed multiple searches and identified fifteen items of concern, six of which had to be fixed before they would go with it. Hill stated Jan Wernette, Assistant Head of Adult Services, will be on a new task force assigned with ascertaining whether Enterprise is ready for "prime time" or whether we should renew our Aquabrowser agreement. Hill mentioned another product, designed for collection development, which the library purchased but is still not ready for use.
- Hill indicated O'Brochta is committed to finishing the next issue of *The Resource* which will be mid-August.
- Hill stated Heidi Geatros has done a wonderful job while working the Kiwanis Concerts and that Meredith Meder, Friends of the VPL Chairperson, commented on Heidi's rapport with the children.

Unfinished Business:

Strategic Plan Update:

- Hill reported the letter to civic leaders went out. She stated the letter was emailed to most of our contacts, but she did "snail" mail two of the letters. She mentioned the ESC team would be contacting those individuals who received the letter and interviews should be starting this week.
- Hill brought the Board's attention to the community survey created by ESC and asked if they wanted any changes made to it. She stated the survey would be put on Survey Monkey for the staff to complete. Hill asked for volunteers to distribute the surveys at Oktoberfest. She also mentioned she would get the survey in *The Resource* and make an announcement at a Village Board meeting as to its availability.
- Hill stated the Strategic Plan retreat is scheduled for October 5 at 9:30 a.m.

Elevator Modernization Project:

- Hill reported the elevator project went out to bid last Wednesday after going back and forth between the attorney and the architect and a final read by Hill. Hill stated a public notice was put in the *Villa Park Argus*.
- Hill indicated the pre-bid meeting will be held on July 31, 2013 at 2:00 p.m. Kosek inquired whether the Board would have to take the lowest bid. Hill replied it would have to be the lowest responsible bid. Hill stated the vendors would have the opportunity to do a walk-through, see existing conditions, and ask questions of the architect at the pre-bid meeting.

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

New Business:

Library Board Vacancy: The Board discussed the resignation of Trustee Wagner and the procedures for appointing a new trustee. The Board declared a vacancy and set a deadline of September 11 for letters of interest from applicants. The Board also reviewed and edited a resolution for Wagner which will be brought to the Board next month.

Collection Management Plan: McCleary moved the Collection Management Plan be approved. Hippensteel seconded the motion. Matkowski stated the plan is very comprehensive. The motion carried on voice vote.

Disposal of Library Furniture and Equipment: Kosek moved to dispose of library furniture and equipment. Geyer-Ross seconded the motion.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hubbard
Kosek
Matkowski
McCleary

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

Department Reports: Bledsoe reported on the increase in percent of self-checkouts and the large number of fee cards purchased in June.

Executive Session: Semi-Annual Review of Executive Session Minutes: McCleary moved the Board go into Executive Session for the semi-annual review of Executive Session Minutes. Hippensteel seconded the motion.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hubbard
Kosek
Matkowski
McCleary

NAYS: None

ABSENT: None

ABSTAIN: None

MOTION CARRIED

The Board went into Executive Session at 8:38 p.m.

Geyer-Ross moved the Board come out of Executive Session. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hubbard
Kosek
Matkowski
McCleary

NAYS:

ABSENT:

ABSTAIN:

MOTION CARRIED

The Board came out of Executive Session at 8:56 p.m.

Actions from Closed Session, if needed: McCleary moved to release the Executive Session minutes that were agreed upon. Matkowski seconded the motion. The motion carried on voice vote. McCleary moved to dispose the audiotapes of the Executive Session minutes older than eighteen months. Matkowski seconded the motion. The motion carried on voice vote.

Planning of Future Meetings: Hubbard stated August 6 is National Night Out at Lufkin Pool. She also reported the next regular meeting would be August 28; October 5 is the strategic plan retreat; October 16 is Trustee Day at ILA, and October 17 is the Staff/Volunteer Dinner.

Around the Table: Hill indicated she would be taking time off. Matkowski had nothing to report. Geyer-Ross stated she was going to Puerto Rico on vacation at the end of the month. Bledsoe reported Circulation was inserting a new form in DVDs for patrons to report DVDs that would not play. She stated they had received a number of compliments regarding these new forms. McCleary stated he had been in Gatlinburg and Indianapolis and will be off again on another trip. He showed the Board pens he had turned on a lathe using a variety of materials. Hippensteel mentioned he was charged by a coyote while running on the Great Western Trail. Kosek indicated he was cast in *Slaughter House Five* at the Theater of Western Springs and was heading for Winona, Minnesota tomorrow for a Shakespeare Festival. Hubbard wished everyone a good week.

Adjournment: McCleary moved the meeting 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 9:06 p.m.

Respectfully submitted,

Martha Bledsoe
Recording Secretary

Revised 9/25/2013