

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
September 11, 2013**

Call to Order: President Hubbard called the Special Meeting of the Villa Park Public Library Board of Trustees to order at 6:31 p.m.

Trustees Present: Dan Hippensteel, Pat Hubbard, Michelle Geyer-Ross, Matt Matkowski.

Trustees Absent: Stan Kosek, Mark McCleary

Also Present: Sandra Hill, Library Director.

Introduction of Visitors: Nanette Andersson (Andersson Architecture)

Public Participation: None

Report of the Board President: Hubbard indicated she and Hill had met with Mike Christ and two members of Executive Services Corps to go over the next steps for the October 5th board retreat.

New Business : Elevator Modernization Contract

Hippensteel moved to approve the contract with Colley Elevator Company (Bensenville, IL) in the amount of \$94,435.00 for modernization of the Library's elevator. Matkowski seconded the motion.

ROLL CALL VOTE:

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

President Hubbard asked Vice President Hippensteel to run the meeting while she signed the contract.

New Business: Approval of Administrative Assistant Job Description

Matkowski moved to approve the Administrative Assistant job description. Geyer-Ross seconded the motion. After some discussion on education and experience needed for the position, the job description was approved as amended.

Old Business : Staff Volunteer Recognition Event

Hill asked the Board whether to invite the Friends leadership to the staff and volunteer dinner. It was the consensus of the board to extend an invite.

Planning for Future Meetings

Hill indicated there would be a need for a Finance Committee Meeting. She will contact committee members. After some discussion, it was determined the next regular meeting of the Library Board should meet at 7:00 p.m. (instead of 7:30 p.m.) The Strategic Planning Retreat is scheduled for October 5th at 9:30 a.m. (with doors opening at 9:00 a.m.)

Around the Table

Matkowski indicated his daughter started preschool. Geyer-Ross indicated her son went to England today (September 11). Hubbard stated she would not be at the next board meeting since she would be traveling in Rome and Italy. Hippensteel reported he and Chris Meder were in a mini-triathlon with their kids (and the dads won the triathlon).

Adjournment

Hubbard moved to adjourn the meeting. Matkowski seconded the motion. The meeting adjourned at 6:59 p.m.

Respectfully submitted,

Sandra D. Hill
Recording Secretary