

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 25, 2013**

Call to Order: Vice President Hippensteel called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 p.m.

Trustees Present: Michelle Geyer-Ross, Dan Hippensteel, Stan Kosek, Matt Matkowski, Mark McCleary.

Trustees Absent: Pat Hubbard.

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the August 28, 2013 Regular Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of the Revisions to the Minutes of the July 24, 2013 Regular Meeting: McCleary moved the revisions to the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the September 11, 2013 Special Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Report of the Board Vice President: Hippensteel stated he spoke with Hill via e-mail and in person regarding agenda items.

Committee Reports: None.

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

Approval Bill Listing dated September 25, 2013 for FY 2013-14 in the amount of \$61,402.25: McCleary moved to approve the bill listing in the amount of \$61,402.25. Kosek seconded the motion.

ROLL CALL VOTE:

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

Report of LINC Representative: Matkowski stated there will be a vote to revise the bylaws to change the structure of LINC in November.

RAILS News: Geyer-Ross provided the Board with upcoming events in September and October. Hill indicated the Heartland System closed had a facility and we had not received notification.

Report of the Friends of the Library Liaison: Geyer Ross indicated the next Friends meeting was scheduled for October 9. Topics of discussion included the “Pie Bake-Off,” the Murder Mystery Event, and future fundraising events.

Report of Gifts and Programs Sponsorships: None.

Correspondence:

DuPage Community Foundation and Klein, Thorpe, Jenkins

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

Library Director’s Report:

The Board reviewed the Library Director’s written Report dated September 25, 2013

McCleary asked about the Lynda.com and Hoopla products in the report. Hill indicated Department Heads were impressed with the Lynda.com trial and the Library would purchase the staff solution and the patron kiosk instead of renewing the 360 Search product. Hill stated Birmingham is evaluating Midwest Tape’s e-audio, e-cd, and e-video product, Hoopla.

Hill stated the Library would be working with Creekside Printing for the next newsletter. Other topics of discussion included the Enterprise catalog, GIMLET, and the patron who fell in the Library on September 21.

Unfinished Business:

Strategic Plan Update:

- Each trustee was provided with their Strategic Plan packet for the October 5 Board retreat.

Elevator Modernization Project:

- Hill reported the contract with Colley Elevator Co. has been signed. Hill indicated it was anticipated the elevator would be out of service between mid-December and mid-January.

Staff/Volunteer Recognition Event: Hill stated the Friends leadership has been invited to the Staff/Volunteer Recognition Event on October 17.

New Business:

Discussion of Revisions to the LINC By-Laws: Draft, Proposal and Explanation:

The LINC By-Laws were presented for Board Discussion. The LINC By-Laws would be presented again in October for approval.

Approval of Revisions to the Head of Circulation Services Job Description: Matkowski moved to approve the Revisions to the Head of Circulation Services Job Description. McCleary seconded the motion. After some discussion the motion carried on voice vote.

Resolution setting forth financial requirements of the Villa Park Public Library for the Fiscal Year Beginning May 1, 2014 and ending April 30, 2015: After some discussion the Resolution setting forth financial requirements of the Villa Park Public Library for the Fiscal Year Beginning May 1, 2014 and ending April 30, 2015 was tabled.

Department Reports: Department Reports were included in each Trustee's packet.

Library Board Vacancy:

Candidates: Allan, Carwell, diLiberti, Farrell, Hensley, Hodges, Sullivan, and Niewoehner were interviewed.

Executive Session: (Employment/Appointment Matters): Matkowski moved the Board go into Executive Session to discuss appointment of library trustee. McCleary seconded the motion.

ROLL CALL VOTE:

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

The Board went into Executive Session at 9:11 p.m.

Matkowski moved the Board come out of Executive Session. McCleary seconded the motion.

ROLL CALL VOTE:

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

The Board came out of Executive Session at 9:27 p.m.

Actions from Closed Session, if needed: McCleary moved the Board appoint Hodges to fill the Library Board Vacancy. Geyer-Ross seconded the motion.

ROLL CALL VOTE:

AYES:

**Geyer-Ross
Hippensteel
Kosek
Matkowski
McCleary**

NAYS: None

ABSENT:

Hubbard

ABSTAIN: None

MOTION CARRIED

Planning of Future Meetings: October 5 is the strategic plan retreat; October 9 is the next special meeting; and the next regular meeting would be October 23.

Around the Table: Kosek reported the Murder Mystery Event cast began rehearsing. McCleary stated the North Suburban Woodcarvers annual exhibit would take place at the Villa Park Odeum on October 19 and 20. Hill indicated a thank you letter would be sent to all candidates for the Board vacancy.

Adjournment: McCleary moved the meeting be adjourned. Matkowski seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:35 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary