

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES**

November 25, 2013

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:35 p.m.

Trustees Present: Dan Hippensteel, Lydia Hodges, Pat Hubbard, Matt Matkowski, Mark McCleary.

Trustees Absent: Michelle Geyer-Ross, Stan Kosek.

Also Present: Sandra Hill, Library Director; Deborah Pfeiffer, Recording Secretary

Introduction of Visitors: Sean Birmingham, Head of Adult Services.

Public Participation: None.

Approval of the Minutes of the October 23, 2013 Regular Meeting: McCleary moved the minutes be approved as revised. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the October 5, 2013 Special Meeting: Strategic Plan Retreat: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she and Hill reviewed the Strategic Plan's Facilities and Funding Workgroup objectives and action steps.

Committee Reports: The Policy Committee will meet December 7 at 9:30 a.m. The Finance Committee will meet on December 11 at 1 p.m.

Report of the Treasurer: McCleary stated he had reviewed the bill listing and all was in order. Hill noted that there would be two remaining tax distributions around December 1 and December 31.

Approval of the November Bill Listing FY 2013-14 in the amount of \$73,212.88: McCleary moved to approve the bill listing in the adjusted amount of \$73,212.88. Matkowski seconded the motion.

Hill stated that Colley Elevator had performed the stress test instead of Otis and that doing so had worked well and had been less expensive.

**ROLL CALL VOTE:**

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|--------------|--|--------------|-------------|
| <b>AYES:</b> | <b>Hippensteel<br/>Hodges<br/>Hubbard<br/>Matkowski<br/>McCleary</b> | <b>NAYS:</b> | <b>None</b> |
|--------------|--|--------------|-------------|

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|----------------|-----------------------------|-----------------|-------------|
| <b>ABSENT:</b> | <b>Geyer-Ross<br/>Kosek</b> | <b>ABSTAIN:</b> | <b>None</b> |
|----------------|-----------------------------|-----------------|-------------|

**MOTION CARRIED**

Report of LINC Representative: Matkowski stated he attended the final meeting and that the revised bylaws were adopted, with no comments.

RAILS News: Hill stated there will be a consortia committee meeting December 9 and that all the eRead Illinois and Baker & Taylor Axis 360 platform information is in, but indicated she was not sure when access will be available to patrons.

Report of the Friends of the Library Liaison: Hill reported that the Murder Mystery Event went well, with good attendance. The approximate number of attendees each evening was 40 on Friday, 60 on Saturday, and 25 on Sunday. Sponsor prizes were given away. Hill attended the Wildtree event on Tuesday, November 19, and reported it was a nice event.

Report of Gifts and Programs Sponsorships: Hill stated that the Lion's Club donation will be used for online magazine subscriptions through Zinio.

Correspondence: Hill reported that there was a newsletter from Klein, Thorpe and that "How Are We Doing?" had positive comments, with a complaint about parking.

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

#### Library Director's Report

The Board reviewed the Library Director's written report dated November 25, 2013.

- Hill reported making inroads on moving accounting in-house: accounts information has been entered into the Sage account database; Sikich is able to transfer existing vendor data into the new software; and administrative department is looking into setting up a sweep account with Harris, per Sikich's advice.
- The Board was open to Paula Jiminez's request to create public art for the library; with the request that the project would need to be movable.
- Hill reported an offer had been made to a Head of Circulation candidate.
- Some Board members expressed willingness to act as judges for the Scripps spelling bee. Hill will find out specific day/s in February, time, and time commitment.
- Other topics of discussion included a possible Big Read matching grant, a potential musician matching grant through the Illinois Arts Council for the Village's 100th anniversary, the Library's participation in the Village anniversary, and progress made on moving liability insurance from the Village.

#### Unfinished Business:

*Strategic Plan Update: Facilities Workgroup, Funding Workgroup:*

- Birmingham and Hippensteel reviewed the Facilities Workgroup objectives; McCleary reviewed the Funding Workgroup objectives. There was some discussion of both sets of objectives.
- Hill reported that she and Hubbard will review the Staff and Leadership Workgroup objectives on December 9.
- Administrative staff will create a separate document that includes all dates and deadlines for the whole strategic plan in chronological order.

*Elevator Modernization Project:*

Hill reported the start date was scheduled for December 2 and that, if all goes well, the elevator would be out of use for 3 weeks. She will apprise the Board with updates by email.

New Business:

*Approval of installation* of one (1) submersible hydraulic unit for Library elevator with unit installation costing \$9,074.00: McCleary moved to approve the installation of the submersible hydraulic unit for the elevator. Matkowski seconded the motion.

**ROLL CALL VOTE:**

|              |                    |              |             |
|--------------|--------------------|--------------|-------------|
| <b>AYES:</b> | <b>Hippensteel</b> | <b>NAYS:</b> | <b>None</b> |
|              | <b>Hodges</b>      |              |             |
|              | <b>Hubbard</b>     |              |             |
|              | <b>Matkowski</b>   |              |             |
|              | <b>McCleary</b>    |              |             |

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|----------------|-------------------|-----------------|-------------|
| <b>ABSENT:</b> | <b>Geyer-Ross</b> | <b>ABSTAIN:</b> | <b>None</b> |
|                | <b>Kosek</b>      |                 |             |

**After some discussion MOTION CARRIED**

*Library Closings 2014:* McCleary moved the closing dates be approved. Matkowski seconded the motion. The motion carried on voice vote.

*Library Board Meeting Schedule:* Hubbard suggested that Board meeting start times be shifted a half-hour earlier to 7 p.m., to help eliminate additional meetings due to Strategic Plan business. Board consensus was to include this item on the December 23 Board meeting agenda.

*Library Closing / Staff Holiday Party:* McCleary moved the closing dates be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Department Reports: Hodges and Matkowski voiced they would like to see more types of computer usage reports in future packets.

Planning of Future Meetings Hill stated she would Doodle a C.O.W. meeting in December; and the next regular meeting would be December 23. Policy Committee meets December 7; Finance Committee, December 11.

Around the Table: Hodges recommended a rotating roll call vote. McCleary stated he would miss two Board meetings in 2014 due to travel. Hill noted she would be taking 5 days off in December. Hubbard wished everyone a happy Thanksgiving.

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 8:55 p.m.

Respectfully submitted,

Deborah Pfeiffer  
Recording Secretary