

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 28, 2014**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:15 p.m.

Trustees Present: Michelle Geyer-Ross, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Mark McCleary.

Trustees Absent: Stan Kosek, Matt Matkowski.

Others: Sandra Hill, Library Director, and Deborah Pfeiffer, Recording Secretary.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the April 23, 2014, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard had nothing to report.

Committee Reports: No reports. The Policy Committee will meet Saturday, June 7 at 9 a.m. Hubbard will contact St. A's before the June Committee of the Whole meeting.

Report of the Treasurer: McCleary stated he had reviewed the check register for May and all was in order.

Approval of the check register (dated May 28) for May 2014 (FY 2013-2014) in the amount of \$13,296.09: McCleary moved to approve the check register for May 2014 (FY 2013-2014) in the amount of \$13,296.09. Hippensteel seconded the motion.

ROLL CALL VOTE:

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

Approval of check register (dated May 29) for May 2014 (FY 2014-2015) in the amount of \$51,598.72: McCleary moved to approve the check register for May 2014 (FY 2014-2015) in the amount of \$51,598.72. Hippensteel seconded the motion.

Hill noted that both she and Carolyn Turner are working with the Village to get additional reports on payroll and health insurance, which is why the bill listing (now called check register) is shorter than usual. It will be longer once the processes with the Village are fully transitioned.

ROLL CALL VOTE:

AYES: Geyer-Ross
Hippensteel
Hodges
Hubbard
McCleary

NAYS: None

ABSENT: Kosek
Matkowski

ABSTAIN: None

MOTION CARRIEDFinancial Reports:

Library Comparison (Village April 2014) & Library Revenue (Village April 2014): Hubbard noted that these two reports seemed to indicate less was spent and revenue was up. Hill agreed but said this was due to not all expenses had been reported for the 2013-14 fiscal year yet. She added that revenues from Oakbrook Terrace fees and from donations were down.

Tax Extension: Hill reported that the Library's revenue may be higher than previously expected.

RAILS News: Hodges, the Board's new RAILS liaison, summarized what was in the RAILS newsletter, including the results of the RAILS Board election. She also mentioned a discussion is going on among member libraries about possibly setting education requirements for members' directors. Hodges was concerned that adopting such requirements would make RAILS more exclusive than inclusive.

Report of the Friends of the Library Liaison: Geyer-Ross reported that the Friends:

- Wrapped up the Cake Boss orders and other associated online fundraising and that the Wildtree sampling event would be held on June 5.
- Were firming up plans for their annual pool party and participation in the July 4 parade and Crafts at the Gazebo for the Kiwanis Summer Concerts on Wednesdays in July.
- For the centennial celebration, purchased a banner for the area and will pay for a tree to be planted on the Library's behalf.
- Have about 200 recipes collected and that at least 75 preorders for the centennial cookbook.
- Decorated the lobby display case with a bear theme as part of a new membership drive, and will change it next month to a display about the past murder mystery plays, to promote the one this fall.

Report of Gifts and Programs Sponsorships: None to report.

Correspondence: Salt Creek Quilters Guild sent a thank you letter to the Library for allowing its members to display their quilts prior to their quilt show.

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

Library Director's Report:

Narrative: The Board reviewed the Library Director's written report dated May 28, 2014. Hill highlighted that:

- The appraisal report for the liability insurance coverage arrived today.
- Sean Birmingham was able to get an Illinois Arts Council grant—toward the Chris Vallillo music event—and is working on a Best Buy Tech Grant for a digital media lab.
- As administrative staff worked with the new accounting software, new expenditure accounts will need to be added and balance accounts will need to be completed.

- Two Friends members helped proof the centennial cookbook.
- Movable tables for the YS department have been ordered, and Krettler's mother planted flowers around the building.
- Malini Ramadorai started as our new Circulation/Outreach Assistant (replacing Joan McEntee).
- 100 days of safety celebration was held on April 25.
- The Chicago's 1933-34 Century of Progress program co-sponsored with the Villa Park Historical Society had a good turnout.
- The AS and YS summer reading programs, Paws to Read, started May 27.

Hill also asked the Board to determine whether to maintain the practice of the monthly transfer of book donation dollars to the DuPage Community Foundation (DCF) or retain those donations for use in the operating budget. The Board determined to continue the practice as is.

Strategic Plan: Hill asked to schedule a Building Committee meeting to go over repairs needed for the HVAC system and for the bike racks and also outdoor seating options. She also noted that the Web Team and the POMS Team are making progress. The POMS team will submit drafts of two new mission statements to the Policy Committee to review at the June 7 meeting.

Birmingham, Bradford, and Krettler will be visiting other libraries to look at physical and organizational layouts. Board members expressed interest in being more involved in steps of the strategic plan, and it was determined that Hill would provide the Board with a list of libraries to visit and to provide similar feedback on.

VPPL Fund: The Board reviewed the Fund Statement dated March 31, 2014, for the Villa Park Public Library Agency Fund, provided by DCF. No actions were required.

LINC BOD: Hill submitted minutes from the last May 9, 2014, LINC board of directors meeting.

Unfinished Business:

Elevator Modernization Project Update: Hill said the Library is waiting on paperwork for the final payment.

New Business:

Disposal of Library Furniture and Equipment: Staff recommended disposal of 2 computers, 5 monitors, 1 adding machine, 6 six tables, 1 small TV, 1 adding machine, and 1 scale, due to age or condition of furniture and equipment. McCleary moved to approve the disposal of said equipment. Hippensteel seconded the motion.

Hill noted that the equipment is offered first to the Village, other libraries, and schools.

ROLL CALL VOTE:

AYES:	Geyer-Ross	NAYS:	None
	Hippensteel		
	Hodges		
	Hubbard		
	McCleary		

ABSENT:	Kosek	ABSTAIN:	None
	Matkowski		

MOTION CARRIED

Non-Resident Library Card Participation: McCleary moved to issue non-resident library cards during the ensuing 12 months (July 1, 2014-June 30, 2015), per Illinois law. Hippensteel seconded the motion. The fee formula for the non-resident card would be the Tax Bill Method, which Hill noted is a fairer method than other options.

Department Reports:

Adult Services

Technical Services

Computer Usage Stats

Circulation—Department, LINC stats, Patron Stats, Circulation Summary, Circulation 13-14: Hill noted that Krettler reported a lot of other libraries are experiencing deficits in Patron Stats.

Comparison Circulation: The Board likes having the pictures.

Planning of Future Meetings: The next Board meeting will meet June 25 at 7:00 p.m. The next Policy Committee meeting will be June 7 at 9 a.m. Building and Finance Committee meetings will be scheduled.

Around the Table: Hippensteel said his youngest child is graduating from eighth grade, and McCleary noted he is learning how to quilt.

Adjournment: Hippensteel moved the meeting be adjourned. McCleary seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:36 p.m.

Respectfully submitted,

Deborah Pfeiffer