

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 24, 2014**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:05 p.m.

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

Trustees Absent: Stan Kosek

Others: Sandra Hill, Library Director; Meg Rose, Recording Secretary; Kandice Krettler, Head of Circulation & Outreach Services

Introduction of Visitors: Kandice Krettler introduced the winners of the Library Card Design Contest: Queen Grace Bantugan, winner of the 7-12 contest; Ruby Kingji, winner of the K-6 contest and her mother. Both winners were presented with a plaque recognizing their achievement and were thanked by the Board for their participation.

[Mark McCleary arrived at 7:06 p.m.]

[Matt Matkowski arrived at 7:08 p.m.]

Kandice Krettler presented statistics comparing 2013 and 2014 library usage numbers of VPPL to those of other libraries, including Bloomingdale, Geneva, West Chicago, Glen Ellyn and Batavia. She also gave information on the following topics:

- library card design: the proofs came back; the card will be available in January 2015
- circulation of bike locks in the summer
- plans to make more use of displays to promote programs
- Shout Bomb: she is working on updating the bookmarks that give information on how to sign up
- Circulation is in the process of collecting emails to use for notification of holds, updates
- teacher library card: information to teachers has been sent out; staff have visited schools with flyers for teachers; one teacher has applied for a teacher library card
- discussion ensued on using the library's website to promote services offered by the library, not just to advertise programs

Approval of the Minutes of the October 22, 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 reported that she had met earlier with Hill to discuss the following:

- the agendas for November 2014 and December 2014
- meeting with Mr. Scavone
- library building expansion

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for November 2014 and all was in order.

Approval of bills/check register (dated November 19, 2014) for October 2014 (FY 2014-2015) in the amount of \$61,623.11: McCleary moved to approve the check register for September 2014 (FY 2014-2015) in the amount of \$61,623.11. Matkowski seconded the motion.

ROLL CALL VOTE:

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

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

Financial Reports: Hill noted that she had added the purchase journal report to the financial reports given to the Board to give more detailed information. She also noted that a tax distribution for FY 2013 was received on November 3, 2014. Another tax distribution should be received on December 1; however, the treasurer's report was filed late, so the tax distribution may arrive later than anticipated.

RAILS News: Hill reported that she had attended the RAILS Consortium meeting. RAILS conducted a survey which was included in the board packet. RAILS intends to add LLSAP grants. RAILS is also working on getting grants for libraries who sign up for ERead Illinois.

Report of the Friends of the Library Liaison: Geyer-Ross reported that the Friends met and discussed the following:

- the Murder Mystery Play: The Friends brought in \$2013 in revenue. Posters advertising the play increased attendance
- paperwork applying for 501(c)3 status has been filed
- the Friends are keeping files in the library for greater access
- St. Nick's Mart on December 6: 5 of 8 tables have been rented
- they have set up and decorated the Giving Tree in the library lobby
- they will set up and decorate a tree on the Prairie Path
- there are currently 79 members
- they are currently seeking candidates for nomination for Board positions

Report of Gifts and Programs Sponsorships: Two donations have been made: Mary Kay Schultz donated a custom tank drum for Youth Services; Gordon Tozier donated \$100 for adult programming at the library

Correspondence: Ruby Kinji created a painting to thank the library for her iPad.

Letters to Departing Staff Members & Thank You Letters: There are four letters to departing staff members.

Library Director's Report: The Board reviewed the Library Director's written report dated November 24, 2014. Hill highlighted the following items from that report:

- LINC Cataloging: LINC has issued directives for cataloging with escalating consequences for failure to follow the directives.
- Debbie Crabtree from Sikich talked to Kevin Wachtel at the Village about invoicing the library for administrative processing. The library will begin receiving invoices in December.
- Administration has moved upstairs.

- Grants: The library did not get the Best Buy grant for a digital media lab. Staff will talk to Best Buy to learn how to qualify for next year's grant. Nancy Gergets in Youth Services has applied for a grant for science kits. Jan Wernette in Adult Services will apply for Walmart grant.
- The toilets in all the washrooms need repair; Michael is getting quotes for the work.
- Building engineers conducted an inspection and collected water samples. Air quality will be tested on December 3. A topographic survey will be sent to Nagle Hartray.
- Hill met with the Village Manager about creating interim job descriptions and other matters. The Village will continue to plow the library's parking lot.
- References are being called on a candidate for the Virtual Services librarian.
- Credit card payments at the self-checkout machines are working well.
- VPPL is the first library to use SIRSI's Propay system. It is working well.
- Development of the logo is at a standstill. Another designer is being consulted.
- The library conducted a Cooking with Care series. Many attended. Ingrid Dunham from the Friends conducted one of the sessions.
- Hill participated in the Kiwanis bell-ringing on November 22.
- Hill and Krettlter participated in the November Rotary Shoe Drive.
- The Kiwanis spaghetti dinner went well.
- IMRF: Software used by the Village to calculate the library's IMRF contributions did not work properly for 7 years, so the library owes about \$67,000, possibly more, to make up for the dollars taken out of the Village's corporate fund. The Finance Committee will meet on December 5 with the Village Finance Director to discuss how to proceed. Discussion ensued over the details that should be itemized in a report to substantiate the shortfall.

Unfinished Business: None.

New Business:

Board Meeting Schedule 2015

Upcoming Board meeting dates were presented for approval. Hodges asked that the dates in November and December be changed to the following: November 19 and December 17. McCleary moved the schedule as revised be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Disposal of Library Furniture and Equipment

Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of 7 computers, 3 monitors, 2 stools, 1 shelving unit, and 1 TV/VCR.

ROLL CALL VOTE:

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

ABSENT: Kosek

ABSTAIN: None

MOTION CARRIED

Library Closings 2015

A list of library closing dates in 2015 was presented for Board approval. Discussion ensued about the date set for Staff In-Service day. McCleary moved the schedule be approved. Matkowski seconded the motion. The motion carried on voice vote.

Executive Session (Building): The Board went into Executive Session at 8:30 p.m. McCleary moved to close the Executive Session at 8:58 p.m. Hodges seconded the motion. The motion carried on voice vote.

Actions, if Needed, after the Executive Session: None.

Department Reports: None.

Planning of Future Meetings:

- The next Board meeting is on December 22.
- The Finance Committee will meet with Kevin Wachtel and Shannon Lump on December 5 at 10 a.m.
- The Village Board meeting to discuss the tax levy will be held on December 8.
- The next C.O.W. meeting is on January 31, 2015.

Around the Table:

Geyer-Ross, Hippensteel, Hodges, and Matkowski wished all a Happy Thanksgiving. McCleary has completed his summer set-up and is making hard candy on Saturday. Hubbard reported that she enjoyed the play and had almost guessed the correct person in the Murder Mystery.

Adjournment: Matkowski moved the meeting be adjourned. Geyer-Ross seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 9:05 p.m.

Respectfully submitted,



Meg Rose
Recording Secretary