

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
January 28, 2015**

**Call to Order:** President Hubbard 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, Lydia Hodges, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary.

**Trustees Absent:** None.

**Others:** Sandra Hill, Library Director, Meg Rose, Recording Secretary, Cheryl Delaney, Recording Secretary-In-Training

**Introduction of Visitors:** Jeff Sand

**Public Participation:** None.

**Approval of the Minutes of the December 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 this month with Hill to discuss the following:

- LINC
- Additional staffing
- Transition to the new service model
- Agendas for regular board meeting and C.O.W. meeting on 1/31/15
- Building Assessment

**Committee Reports:** None.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for January 2015 and all was in order.

**Approval of bills/check register for January 2015 (FY 2014-2015) in the amount of \$59,606.89:** McCleary moved to approve the check register for January 2015 in the amount of \$59,606.89. Matkowski seconded the motion.

Hill noted the following:

- The bill for JMG Plumbing was for flush meters for the five toilets.
- The Big Run Wolf Ranch invoice was for program in February 2015 that will bring live animals to the Library as part of the winter reading program.
- The Seed Library program was going on tonight.
- The NIU bill is for a children's book conference that will be attended by two staff members.
- The Westside Mechanical bill is for ongoing HVAC repairs.

**ROLL CALL VOTE:****AYES:**

Geyer-Ross  
 Hippensteel  
 Hodges  
 Hubbard  
 Kosek  
 Matkowski  
 McCleary

**NAYS:**

None

**ABSENT:****ABSTAIN:**

None

**MOTION CARRIED**

**Financial Reports:** The Board reviewed the Report of Electronic Transfers to Village of Villa Park for services rendered for the Library. Hill confirmed that the Library received the last tax distribution for 2014.

**RAILS News:** Hill reported that she went to the RAILS Consortium Committee meeting 1/19/15. At the meeting they discussed software that would show the patrons the catalog of all the participating libraries. Hill explained that to qualify for rebate from ERead Illinois, all LINC libraries need to be on board. Currently only three LINC libraries subscribe to ERead Illinois.

**Report of the Friends of the Library Liaison:** Geyer-Ross reported the following:

- The Friends has a current balance of \$1,817.81.
- The Friends wrote a check in the amount of \$3,131.86 to the Library for the wish list.
- There are three or four Friends Board positions open in the next Board elections on April 8, 2015.
- The Friends will host the Tee Time event on April 11, 2015 for adults and on April 12, 2015 for families.
- The Friends will host a Poetry Reading on April 25, 2015.
- There were 24 purchases from the Giving Tree, which was the best in several years.

**Report of Gifts and Programs Sponsorships:** Hill noted the following donations:

- \$3,131.86 General donation from Friends of the Villa Park Library
- \$25 Donation in memory of Irene Shaffer, from the York Township Republican Women's Organization
- \$25 Donation in memory of Angeline Lopatka, from the York Township Republican Women's Organization

**Correspondence:** The Board reviewed correspondence from the following:

- Villa Park Chamber of Commerce Installation Dinner invitation
- Illinois Secretary of State indicating that the Library will be receiving a per capita grant.

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

**Library Director's Report and Strategic Plan Update:** The Board reviewed the Library Director's written report dated January 28, 2015. Hill highlighted the following items from that report:

- At the LINC meeting the budget passed and the budget will be put in the February VPPL Board packet. Discussion ensued over LINC fees and LINC membership.
- AT&T will soon start digging to bring fiber cables into the Library.

- The Library will be sending out an RFP for auditing services.
- The Library is working with Paylocity with a plan to run parallel programs for two months before going live.
- The Architects met with Hill and Michael McMahon to discuss the completed building analysis. There were a couple of items which still needed addressing which Nagle Hartray will incorporate into the analysis
- The Library is working on recruiting for two positions: Youth and Teen Librarian and Reference Librarian.
- The Village Finance Director told Hill that the CPI will be .8% for Fiscal Year 2016/2017.
- The Library received a \$1,000 grant from Target.
- Rae Srch is offering to donate \$5,000 to establish a Digital Media Lab at the Library.
- Hill was selected to be a judge at the Islamic Foundation Spelling Bee this year.
- The Kiwanis Club is selling sheets to raise funds for the *Eliminate Project*.
- Hill spoke to police chief about staff parking on Central Avenue. The chief has indicated staff can park along Central Avenue.
- The administrative fees paid by the Library to the Village will be \$10,000 in the next fiscal year. These fees include administering health care, IMRF, and snowplowing.
- Hill will draft a revised Wage and Salary Chart after all job descriptions are written.

**Unfinished Business:** None.

**New Business:**

***Technology Plan 2015-2018:*** Jeff Sand presented the new Technology Plan. He indicated that it is a fluid document because of the needs brought up by the building analysis, the development of the new service model, and budget questions. The plan must be responsive to the Library's replacement and/or repair of building infrastructures called for by the building analysis. Sand indicated that there are many projects scheduled for Year 1 of the Technology Plan, including:

- the creation of a Digital Media Lab in the Library
- replacement of the phone system
- new automation services, including three self-checkout machines, new wireless hotspots, and a new calendar and registration system
- purchase or lease of a copier for the first floor
- replacement of one network switch each year
- installation of new fiber cables by AT&T\
- installation of a Smart TV in a new small group study room
- website redesign

McCleary moved the Technology Plan be approved. Matkowski seconded the motion. The motion carried on voice vote.

***Statement of Economic Interests:*** The Board reviewed the list of individuals affiliated with the library who are required to file the Ethics Form. Hill will make sure it is sent to the county.

***Library Annual Certification:*** Hill sent in the Library Annual Certification.

**Youth and Teen Librarian:** The Board reviewed the job description for the Youth and Teen Librarian. Hill indicated that this position replaces the Head of Youth Services as a full-time position and will report to the interim Head of Youth Services. McCleary moved the job description be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

**Organizational Chart:** The Board reviewed the Organizational Chart. This chart reflects the new service model. Job descriptions for each position on the new Organizational Chart will be written. Kosek moved the Organizational Chart be approved. McCleary 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 1 secretary chair; 2 desks (millwork); and portions of the check out desk. Hill explained that the Library is downsizing the check out desk and removing the desks in front of the first floor offices. Some of the materials will be repurposed, if possible. Kosek moved the request for disposal of library furniture and equipment be approved. Matkowski seconded the motion. The motion carried on voice vote.

**ROLL CALL VOTE:**

<b>AYES:</b>	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	<b>NAYS:</b>	None
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<b>ABSENT:</b>	<b>ABSTAIN:</b>	None
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**MOTION CARRIED**

**Paylocity Proposal:** The Board reviewed the proposal from Paylocity for payroll services effective next Fiscal Year, beginning on May 1, 2015. Their services include an HR bundle and all year-end documents. Payroll will be mirrored in March and April, then go live on May 1. Hill will find out if the Library needs a separate bank account for payroll and if a clause can be added to the contract to cancel if the mirroring process fails. McCleary moved the proposal to sign a contract with Paylocity be approved. Kosek seconded the motion. The motion carried on voice vote.

**ROLL CALL VOTE:**

<b>AYES:</b>	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	<b>NAYS:</b>	None
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<b>ABSENT:</b>	<b>ABSTAIN:</b>	None
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**MOTION CARRIED**

**Executive Session (Business Matters: Property Acquisition):** McCleary moved to go into Executive Session. Matkowski seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	<b>NAYS:</b>	None
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<b>ABSENT:</b>	<b>ABSTAIN:</b>	None
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**MOTION CARRIED.** The Board went into Executive Session at 9:01 p.m.

McCleary moved to exit Executive Session. Kosek seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	Geyer-Ross Hippensteel Hodges Hubbard Kosek Matkowski McCleary	<b>NAYS:</b>	None
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<b>ABSENT:</b>	<b>ABSTAIN:</b>	None
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**MOTION CARRIED.** The Board exited Executive Session at 9:10 p.m.

**Actions from Closed Session, if needed.** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be February 25. There is a C.O.W. meeting on January 31 at 9 a.m. in the Annex. Hill will schedule a Finance Committee meeting and another C.O.W. meeting in February.

**Around the Table:** Geyer-Ross will be on a cruise in February, so will not be at the next Board meeting. Hippensteel noted that the Tournament of Books has begun. Hodges was present at a shooter drill at an Indiana high school and everything went according to procedure. She has purchased a new car, as her old one recently died. Hubbard visited New Orleans for one week in January where she attended the re-enactment of the Battle of New Orleans and visited the re-enactment encampments. Kosek and his team participated in Trivia Night. Matkowski indicated that his wife is employed by the Downers Grove Library which conducts active shooter drills through the police department. McCleary and Hill had nothing to report.

**Adjournment:** McCleary moved to adjourn. Kosek seconded the motion. The motion carried on a voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 9:24 p.m.

Respectfully submitted,

Meg Rose  
Recording Secretary