

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
March 25, 2015**

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

**Introduction of Visitors:** None.

**Public Participation:** None.

**Approval of the Minutes of the 02/25/2015, 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 and Hill met and worked on the agenda for the regular board meeting. Hubbard stated she would be unable to attend the Intergovernmental Meeting at Willowbrook High School on March 26, 2015. Geyer-Ross expressed interest in attending the meeting.

**Committee Reports:** McCleary said the Finance Committee met and reviewed the budget, investments and changing credit cards. Hill reported the Policy Committee will need to work on a new Fund Balance Policy.

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

**Approval of bills/check register for March 2015 (FY 2014-2015) in the amount of \$77,109.20:**

McCleary moved to approve the check register for March 2015 in the amount of \$77,109.20.  
Hippensteel seconded the motion.

**ROLL CALL VOTE:**

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

**MOTION CARRIED**

**Financial Reports:** Hill reported that the Library had received the Tax Extensions Worksheet from the DuPage County Clerk's Office.

**RAILS News:** Hodges reported the Illinois Reads Project launch event is April 18, 2015 at Westmont High School. She also mentioned workshops are coming up for grant writing for libraries and nominations are open for the RAILS Board.

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

- The Friends will host a National Poetry Reading on April 25, 2015 from 7:00-9:00 p.m. in the Ohrman Room.
- The Friends will host a BBQ in July at Rotary Park.
- The next Friends meeting in April will be the General Election.
- Auditions for the Friends Murder Mystery play will be August 24, 2015 at 7:00 p.m. and the play will be November 6, 7, and 8.

**Report of Gifts and Programs Sponsorships:** Hill noted the library received a \$2,270 donation from the Richard Srch Memorial Fund for the Digital Media Lab and a \$25 donation in memory of Ruth Speder from Diane and Edward Svoboda.

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

- Klein, Thorpe & Jenkins LTD – Library e-News
- IL Secretary of State – Per Capita Grant FY2016-FY2017 Requirements
- DuPage Community Foundation – Notice of annual distribution

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

**Library Director's Report & Strategic Plan Update:** The Board reviewed the Library Director's written report dated March 25, 2015. Hill highlighted the following items from that report:

**Board Information:**

- Sikich has completed the cash analysis. Hill will send analysis to the Finance Director.
- Administration staff met with representative from Lauterbach and Amen. She reviewed the timeframe of the library's audit. Their engagement letter is included in this month's board packet.
- Staff continue to work with Sikich and Paylocity on the payroll transition—with hope we will migrate in mid-May or early June. Paperwork for the state has been completed and it appears we may need to complete a form for exemption from federal unemployment taxes.
- Administration staff will meet with Courtney Soesbe from PMA to review the cash flow analysis in April.
- We have had good success with our Lunch and Learn training sessions. 10-12 staff usually attend these sessions.
- Hill has contacted Klein and Hoffman regarding fascia panel work and has a call into KJWW on fire alarm system specifications.
- Reminder to complete Statement of Economic Concerns. Everyone should have received a letter and an email.
- The Collection Management Plan is slated for updating this July/August. Hill asked to put this on hold until staff are in place using new tools such as Collection HQ. The Board indicated staff could hold off on the revision.
- Per Capita Grant requirements can be found in the Correspondence folder.

- Minutes to the January Board meeting were modified to include the purpose of the Executive Session (Property Acquisition). Jim Fessler called and indicated we should further define the purpose of the Executive Session.

#### **Building(s):**

- Staff are working on getting an appraisal on the medical arts building..

#### **Staff:**

- John Bradford and Sean Birmingham are working on filling the Reference Librarian position—2nd interviews.
- Sean Birmingham and Jean Jansen are working on filling the Youth/Teen Librarian position—2nd interviews.
- Pat Meder has given notice and we will be filling a circulation assistant position.
- Sean and Kandice continue to work on filling a page position.
- One of our YS staff members will be on leave this summer. She is expecting her first child.

#### **LINC**

- The LINC board met on March 17th. Topics of discussion included membership to LINC, fee structure, Collection HQ, internet connectivity (state threatening to charge schools and libraries for internet access/ \$14,000 LINC impact—Villa Park portion would be approximately \$1700); and authority work on the bibliographic database. Carol Dawe did file Form 470 for erate dollars for each LINC library. However, Villa park would need to visit our policy on filtering if this is the direction we move in.. The second half of the day included the RAILS focus group on an overlay product.

#### **Services:**

- Hill reported we received first payment of \$400 (grant total is \$1900) from IEEE for the science kit grants. It was also written up and is on the RAILS website.
- Krettler and Gergets met with Principal Gaston at Jefferson to discuss summer reading club outreach. He has indicated an interest in having the library having a presence at Jefferson.
- The iMac and related software have been ordered and received. Sand has ordered a scanner and we have discussed furniture needs with Villa Park Office Equipment.

#### **Friends:**

- The Friends met this month and made good progress in Tee Time planning.
- The Friends slate of officers will be presented at their April meeting.

#### **Strategic Plan Update**

- Administration staff are in the midst of the payroll transition.. This process establishes the Library as the employer.
- Hill indicated we have a contact at the College of DuPage who might assist with the library logo design.
- Hill stated we would be issuing a RFP for web design this upcoming fiscal year. The Web Team is at the point where expert help is needed.
- Birmingham and Krettler have developed a desk schedule for the first floor service desk. She stated staff would be moving on this fairly quickly (prior to May 1). Once we have first floor staff working at the one desk we will be removing the other two service points. Our plan is to expand DVD storage (with more face out available); move the compact discs in front of Birmingham and Krettler's office.
- Hill recommended the Board revisit the strategic plan as a whole either at the April COW or following COW meeting. Hill reported we have made great inroads on a large portion of the plan.

Hubbard appointed Geyer-Ross as Secretary Pro-Tem for the evening.

**Unfinished Business:**

*Approval of resolution establishing the revenue budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2015 and ending April 30, 2016.* McCleary moved to approve the resolution for establishing the revenue budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2015 and ending April 30, 2016. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

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

*Approval of resolution establishing the expenditures budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2015 and ending April 30, 2016.* McCleary moved to approve the resolution for establishing the expenditures budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2015 and ending April 30, 2016 as revised. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

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

*Approval of revision to Policy 190, Hours of Operation (Friday evening closing at 5:00 p.m.).* McCleary moved to approve the revision to Policy 190, Hours of Operation (Friday evening closing at 5:00 p.m. Hippensteel seconded the motion. The motion carried on voice vote.

The Board determined that the new Friday closing hour is effective May 1, 2015.

**New Business:**

***Review of proposal to provide professional services from Lauterbach and Amen. Approval of engagement with Lauterbach and Amen for Audit Services (FY 2015 for \$5000/FY 2016 for \$5100/FY 2017 for \$5200).*** McCleary moved to approve the engagement with Lauterbach and Amen for Audit Services (FY 2015 for \$5000 /FY 2016 for \$5100 /FY 2017 for \$5200). Hippensteel seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Geyer-Ross</b>	<b>NAYS:</b>	<b>None</b>
	<b>Hippensteel</b>		
	<b>Hodges</b>		
	<b>Hubbard</b>		
	<b>McCleary</b>		

<b>ABSENT:</b>	<b>Kosek</b>	<b>ABSTAIN:</b>	<b>None</b>
	<b>Matkowski</b>		

**MOTION CARRIED**

***Approval of engagement with Sikich for accounting services.*** McCleary moved to approve the engagement with Sikich for accounting services. Geyer-Ross seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Geyer-Ross</b>	<b>NAYS:</b>	<b>None</b>
	<b>Hippensteel</b>		
	<b>Hodges</b>		
	<b>Hubbard</b>		
	<b>McCleary</b>		

<b>ABSENT:</b>	<b>Kosek</b>	<b>ABSTAIN:</b>	<b>None</b>
	<b>Matkowski</b>		

**MOTION CARRIED**

***Disposal of Library Furniture and Equipment:*** Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of 1 Dell Server (9 years old) and 1 laptop (9 years old). McCleary moved to approve the disposal of obsolete and/or damaged equipment. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

<b>AYES:</b>	<b>Geyer-Ross</b>	<b>NAYS:</b>	<b>None</b>
	<b>Hippensteel</b>		
	<b>Hodges</b>		

**Hubbard  
McCleary**

**ABSENT:** **Kosek** **ABSTAIN:** **None**  
**Matkowski**

**MOTION CARRIED**

*Discussion on amending the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2014 and ending on April 30, 2015:* Discussion ensued and Hill will email the Finance Committee the proposed amendments to the Finance Committee prior to the April 22, 2015 Board Meeting.

**Executive Session (Personnel Matters: Evaluation of Library Director):** McCleary moved to go into Executive Session. Geyer-Ross seconded the motion.

**ROLL CALL VOTE:**

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

**ABSENT:** **Kosek** **ABSTAIN:** **None**  
**Matkowski**

**MOTION CARRIED.** The Board went into Executive Session at 8:21 p.m.

Hippensteel moved to exit Executive Session. Hodges seconded the motion.

**ROLL CALL VOTE:**

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

**ABSENT:** **Kosek** **ABSTAIN:** **None**  
**Matkowski**

**MOTION CARRIED.** The Board exited Executive Session at 9:29 p.m.

**Actions from Closed Session:** McCleary moved to increase the Director's salary by 2.5%. Hippensteel seconded the motion.

**ROLL CALL VOTE:**

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

McCleary

**ABSENT:**

**Kosek  
Matkowski**

**ABSTAIN:   None**

**MOTION CARRIED.**

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be April 22, 2015. The next Committee of the Whole meeting was scheduled for April 18, 2015 from 9:00 a.m. – 11:00 a.m.

**Around the Table:** Hubbard mentioned she has a birthday party this weekend and a themed NFL wedding. McCleary will be attending folk school. Hippensteel will be going to Florida. Hodges attended West Side Story at Drury Lane.

**Adjournment:** McCleary moved to adjourn. Hippensteel 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 9:41 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary