

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 22, 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, Pat Hubbard, Stan Kosek, Matt Matkowski, Mark McCleary.

Trustees Absent: Lydia Hodges.

Others: Sandra Hill, Library Director, Meg Rose, Recording Secretary

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the 03/25/2015, Regular Meeting: McCleary moved the minutes be approved. Kosek seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 03/25/2015 Executive Session Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she had met with Hill. They discussed the Board agenda, the C.O.W. agenda, and building issues, including the concrete fascia panels, the fire alarm system, and the heat trace for the storm risers.

Committee Reports: Meetings of the Finance Committee and the Building Committee will be set once the appraisal has been done. Hill will doodle a meeting for the Policy Committee.

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

Approval of bills/check register for April 2015 (FY 2014-2015) in the amount of \$39,533.37: McCleary moved to approve the check register for April 2015 in the amount of \$39,533.37. Kosek seconded the motion.

ROLL CALL VOTE:

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

Hill noted that the Library contracts with Judy Grove to do Adult Services programming.

Financial Reports: In May, the county will send notification of the final levy amount. Hill noted that the Library's expenditures exceeded revenues in FY 2014-2015 due to the payment to the village for IMRF reimbursement and the facility analysis. There will be two fiscal year amounts in the May bill listing.

RAILS News: Hill reported that she attended the RAILS consortia meeting on April 20. MAGIC may consider merging with another automation consortium. LINC is open to considering new members. RAILS is trying to negotiate on reduction of OCLC costs.

Report of the Friends of the Library Liaison: Geyer-Ross reported that Tee Time generated \$1075 in concessions, tips, and ticket sales. Board elections were held. The positions are as follows: Ingrid Dunham, president; Dianne Luebker, vice president; Michelle LaRusso, secretary, Ann Marie Testa, treasurer.

Report of Gifts and Programs Sponsorships: Hill noted the Library had received two donations in honor of Jan Wernette.

Correspondence: The Board reviewed correspondence from the following:

- Klein, Thorpe sent notification of a new law regarding inquiries on criminal history. The Library has modified its application to comply with the new legal requirements.
- Deb Conroy: in honor of Library Week.

Letters to Departing Staff Members & Thank You Letters: Letters to departing staff members Mohammed Ather and Pat Meder were signed.

Library Director's Report and Strategic Plan Update: The Board reviewed the Library Director's written report dated April 22, 2015. Hill highlighted the following items from that report:

- Hill reported the Village Finance Director transferred the remainder of library dollars to the Library's Illinois Funds account.
- Staff continue to work with Sikich and Paylocity on the payroll transition—with hope we will migrate in mid-May or early June.
- The Library will be closed from 9 a.m. until noon on Friday, April 24, for staff training.
- The Library will be closed on Fridays at 5 p.m. beginning on May 1. The new hours will be published on the door, in the Library newsletter, on the Library website, and with the phone system.
- KJWW submitted a proposal to provide specifications for a fire alarm system. Klein and Hoffman have submitted a proposal for further examination of the fascia panels. Hill will send them to the attorney for review in May.
- Hill reminded everyone to complete a Statement of Economic Concerns.
- Hill reported the receipt of next fiscal year's per capita grant.
- The appraisal of the Annex property was completed last week. The report should be ready in approximately two weeks.
- Staff news: Lesley Cyrier, a current staff member, has been hired full-time as a Reference Librarian. April Howe has been hired as a Youth and Teen Librarian. She will start on May 4.
- The summer kickoff event for the summer reading program is May 31. The billboard on Roosevelt has a couple of graphics highlighting summer reading as well as the kickoff concert. Al Stasch would like to start a reading club for grandparents and grandchildren; he will be there at the kickoff event.
- Hill met with Christine Fenne of Alpha Graphics. Alpha Graphics provides branding and graphic design services.
- Comm Ed is working on their smart grid installation. They removed a light pole from Library parking lot this week.
- Hill will start taking Thursdays as vacation days.
- Michelle Hoffman and the Friends will collaborate to initiate a fundraising readathon in September.
- A new simple scan station has been installed in the Library. Staff will be trained on Friday.
- The Rotary article entitled "*In Praise of Libraries*" was published.

Unfinished Business:

Approval of resolution amending the revenue budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2014 and ending April 30, 2015. McCleary moved to approve the resolution for amending the revenue budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2014 and ending April 30, 2015. Matkowski seconded the motion.

Hill indicated she felt the Library will receive another personal property tax payment from the Village in April.

ROLL CALL VOTE:

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

Hill indicated that a copy of the Library's new budget was given to the Village Finance Manager who sends it to the County. She also noted that ILA negotiated the contract with Call One, giving the libraries in RAILS a discount.

Approval of resolution amending the expenditures budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2014 and ending April 30, 2015. McCleary moved to approve the resolution for amending the expenditures budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2014 and ending April 30, 2015. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:	Geyer-Ross Hippensteel Hubbard Kosek Matkowski McCleary	NAYS:	None
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ABSENT: Hodges	ABSTAIN: None
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MOTION CARRIED**New Business:*****Disposal of Library Furniture and Equipment***

Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of 7 monitors, 1 TTY machine, 2 shelving units. Geyer-Ross moved to approve the disposal of obsolete and/or damaged equipment. Hippensteel seconded the motion.

Hill noted that the Library needs to find a TTY replacement.

ROLL CALL VOTE:

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

ABSTAIN: None

MOTION CARRIED

Executive Session (Personnel Matters/Semi-Annual Review of Executive Session Minutes): McCleary moved to go into Executive Session. Hippensteel seconded the motion.

ROLL CALL VOTE:

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

ABSTAIN: None

MOTION CARRIED. The Board went into Executive Session at 7:37 p.m.

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

ROLL CALL VOTE:

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

ABSTAIN: None

MOTION CARRIED. The Board exited Executive Session at 7:51 p.m.

Actions from Closed Session:

- Hill noted that all staff salaries need to be reviewed as part of the Strategic Plan.
- Hippensteel moved to release Executive Session minutes for February 26, 2014; July 23, 2014; November 24, 2014; 1/28/2015; and to retain the Executive Session minutes for June 25, 2014. Matkowski seconded the motion. The motion carried on a voice vote.

- Hill noted that circulation numbers are going up, but library card sign-up has gone down. Library staff will be at Ardmore School on May 1 and at the Spring Fair at the Lakeview Nature Center for card sign-up. Staff is working on summer reading plans with Jefferson Middle School. She noted six teacher cards have been issued.

Planning of Future Meetings: Hubbard stated the next Board meeting would be on May 27. The Annual Meeting will be held at 7–7:15 p.m. and the regular Board meeting will start at 7:15 p.m. Matkowski will be swearing in new Board members. Hill will doodle to set up a Policy meeting. A C.O.W. meeting will be set in May.

Around the Table:

Geyer-Ross will be celebrating her husband's 50th birthday. Hippensteel is participating in "The Human Race," which raises funds for over 50 charities. He proposed that the Library be put on the list of charities. Hubbard is leaving for Paris on Monday. McCleary invited all to join him at Cantigny to enjoy spring flowers and pick up Christmas gifts. Kosek noted that this is his last regular Board meeting after 12 years. His service to the Library will end at the conclusion of the Annual Meeting. Hubbard thanked him for his service.

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 8:03 p.m.

Respectfully submitted,

Meg Rose
Recording Secretary