

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 27, 2015**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:23 p.m.

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

Trustees Absent: None.

Others: Sandra Hill, Library Director, Cheryl Delaney, Recording Secretary.

Introduction of Visitors: , Michelle Hoffman, Circ/Outreach Associate. Hoffman presented a fundraising idea to the board for a Readathon (reading marathon) to promote literacy. After some discussion, the Board indicated they felt it was a great idea and staff could work on implementing.

Public Participation: None.

Approval of the Minutes of the 04/22/2015, Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 04/22/2015 Executive Session Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill. Topics of discussion included the agenda, 457(b) plan, LINC, and the audit.

Committee Reports: The Policy Committee met and the policies they discussed will be reviewed later in the meeting under New Business.

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

Approval of bills/check register for May 2015 (FY 2014-2015) in the amount of \$23,134.24: McCleary moved to approve the check register for May 2015 in the amount of \$23,134.24. Hippensteel seconded the motion.

ROLL CALL VOTE:

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

ABSENT: **ABSTAIN:** **None**

MOTION CARRIED

Approval of bills/check register for May 2015 (FY 2015-2016) in the amount of \$40,557.01:

McCleary moved to approve the check register for May 2015 in the amount of \$40,557.01. Matkowski seconded the motion.

ROLL CALL VOTE:

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

Financial Reports: Hill reviewed the ComEd bill with the board.

RAILS News: Hodges reported that information on the upcoming system membership standards is available on the RAILS website. She also stated that RAILS received funding for their annual grant from the IL State Library and that RAILS has webinars on customer service.

Report of the Friends of the Library Liaison: Geyer-Ross reported that at their April meeting new officers were elected and that currently they have 83 members. She said that the Friends of the Library are contemplating becoming a chamber member and that the Friends Picnic is July 19, 2015.

Report of Gifts and Programs Sponsorships: Hill noted there were several donations and adopt-a-magazine subscriptions this month.

Correspondence: The Board reviewed correspondence from the following:

- How Are We Doing? – Two comment cards from customers
- FAQ Open Meetings Act – Frequently asked questions for the Open Meetings Act.
- VFW letter – Request to use parking lot for July 4th parade staging area.
- Dupage County Health Department – Thank you letter.

Letters to Departing Staff Members & Thank You Letters: A letter to circulation staff member, Char Mohr, was signed.

Library Director's Report:

- Erin Kuhn from Lauterbach and Amen was at the Library on May 14 to do preliminary fieldwork for the audit. Sue Berg from Sikich will be out to assist Carolyn Turner with our preparation for the June 8-15 audit.
- Hill stated they ran into some human resource issues with the transition of payroll. A temporary employee was hired to assist in the payroll transition. Hill indicated it would make good sense to move payroll at the beginning of July, the beginning of the next quarter as well as the start of the new health insurance plan for full time employees.

- The library held the two staff training sessions and Hill indicated she felt staff got a lot out of them. We did have a staff member fall on the stairs at the April 24th training session. Paramedics were called and the staff member was taken to the hospital.
- Hill suggested a building committee meeting to review the Klein and Hoffman contract and specifications.
- Hill emailed State Representative, Deb Conroy, regarding the Property Tax Freeze legislation. Hill also phoned her office in Springfield.
- Per Capita Grant requirements: Hill has included the requirements in this packet.
- Hill included several policies that need to be addressed in the next few months in a separate folder for the Board to review.

Building(s):

- Hill stated they will be working with SMG, our vendor for the smoke detectors and alarm system, to test the system.
- Hill had Westside Mechanical out to check and work on the connections for the air handlers and the fire alarm system. They performed the repair that was needed.
- The staff refrigerator ceased to work and will be replaced.
- The library is scheduling two HVAC repairs. First the steam coil associated with Air Handler 2 needs to be repaired (\$2,612.00) and the one boiler will be cleaned, gaskets replaced, pressure relief valves for #2 will be replaced, and the boilers tuned and tested. (\$3,400.00)
- Hill discussed the need for contracting for internet service for our Mobile Circ iPad with Kandice Krettler and Jeff Sand. Staff also discussed increasing bandwidth (via Comcast for \$40 additional/month). Sand is recommending a replacement for the tape drive which would involve a hard drive unit as well as cloud service.
- Stephanie Karlovich has been hired as a Library Page. Stephanie volunteered at the Library last summer as part of the Willowbrook NHS student group.
- Kandice Krettler is interviewing for a circulation assistant and a page position. Sonya Ayala resigned as Circ Assistant and Amy LoPresti has resigned as page.

LINC:

- Hill included the LINC monthly packet for the Board to review.

Services:

- Summer kickoff event is May 31. Father Mark has indicated Library patrons can park in the church lot on the 31st since our event will be in our parking lot.
- The call for content for the next issue of the village newsletter has been issued.
- Staff will start to work on content for the next issue of the Resource as well.
- Hill indicated staff would like to suggest a Food for Fines week in September. It was the consensus of the board to proceed.

Strategic Plan Update

- Administrative staff are in the midst of the payroll transition. There may be several policies we will need to review/revise.
- Web Team is working on content for web site.
- POMS Team has completed the calendar transition, implemented evaluation form, and is working on marketing procedures.

Other:

- Hill indicated staff will begin work on IPLAR (Illinois Public Library Annual Report).
- Westside Mechanical has changed their name to First Point Mechanical and will still operate out of Rolling Meadows.

- Artwork from Jackson Middle School is currently being displayed in the library annex windows. Another piece will be on display sometime this summer.
- Hill indicated the AT&T fiber optic upgrade was completed on 5/27/15.
- Hill stated she will be attending the Kiwanis convention in Indianapolis at the end of June.

Unfinished Business: None.

New Business:

Policy Approval: Personnel 458 (Deferred Investment Plan and Credit Union): Revisions include removal of Credit Union language and establishing Deferred Investment Plan. McCleary moved the revisions to Policy 458 be approved. Matkowski seconded the motion. The motion carried on voice vote.

Resolution Approval: Deferred Compensation Plan with Nationwide Retirement Solutions. Matkowski moved the Resolution for a Deferred Compensation Plan with Nationwide Retirement Solutions be approved. McCleary seconded the motion. The motion carried on voice vote.

Policy Approval: Personnel 417 (Hours of Work): Revision includes new hours established May 1. McCleary moved the revision to Policy 417 be approved. Matkowski seconded the motion. The motion carried on voice vote.

Policy Approval: Personnel 455.2 (Cafeteria Plan): Establishes premium only plan for eligible employees. McCleary moved Policy 455.2 be approved. Matkowski seconded the motion. The motion carried on voice vote.

Policy Approval: Circulation 701 (Library Card Registration): Revision allows for automatic renewal of library cards for patrons. McCleary moved the revision to Policy 701 be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Nonresident Library Card Participation: Annual action required for nonresident library card participation. McCleary moved to issue non-resident library cards during the ensuing 12 months (July 1, 2015-June 30, 2016), per Illinois law. Hippensteel seconded the motion. The motion carried on voice vote. The fee formula for the non-resident card would be the Tax Bill Method,

Executive Session (Purchase/Lease of Property): McCleary moved to go into Executive Session. Matkowski seconded the motion.

ROLL CALL VOTE:

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

ABSENT: **ABSTAIN:** None

MOTION CARRIED. The Board went into Executive Session at 8:47 p.m.

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

ROLL CALL VOTE:**AYES:**

Geyer-Ross
Hensley
Hippensteel
Hodges
Hubbard
Matkowski
McCleary

NAYS:

None

ABSENT:**ABSTAIN:**

None

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 June 24, 2015, the Building Committee would meet next week, a Special Meeting would be on June 8, 2015 at 7:00 p.m. and the Policy Committee would meet after the audit.

Around the Table: Geyer-Ross bought a new car. Hensley enjoyed her first library board meeting. Hippensteel's daughter is starting her first job as a lifeguard. Hodges attended trivia night and went fishing with her son on Mother's Day. Hubbard is going to Belgium for the 200th anniversary of the Battle of Waterloo. Matkowski's daughter graduated from pre-school. McCleary is going to Pittsburgh for a wood-turning symposium.

Adjournment: McCleary moved to adjourn. Matkowski 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 9:19 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary