

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 24, 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: Tammy Hensley, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Matt Matkowski, Mark McCleary.

Trustees Absent: Michelle Geyer-Ross.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the May 27, 2015, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the May 27, 2015, Executive Session Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the April 18, 2015, Committee of the Whole Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 8, 2015, Special Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 8, 2015, Executive Session Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard had been out of town, so nothing to report.

Committee Reports: The Building Committee met with Mr. Scavone about a property purchase. A meeting of the Finance Committee will be scheduled soon.

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

Approval of bills/check register for June 2015 (FY 2015–2016) in the amount of \$60,087.83: McCleary moved to approve the check register for June 2015 in the amount of \$60,087.83. Matkowski seconded the motion.

ROLL CALL VOTE:

AYES:

**Hensley
Hippensteel
Hodges
Hubbard
Matkowski
McCleary**

NAYS:

None

ABSENT: Geyer-Ross

ABSTAIN: None

MOTION CARRIED

Financial Reports:

- Sage Balance Sheet: “Capital” includes prepaid items. “Reserve Prepaid” includes items such as insurance. The Library should have approximately \$1.2 million in reserve. Hill is waiting for the results of the Library’s first independent audit.
- Tax Distributions: Hill noted there was only one tax distribution in June (instead of two).
- Tax Levy Final FY 15/16: Due to new growth, the Library is projected to receive about \$5000 more than anticipated.

RAILS News: Hodges reported on the following items:

- The Standards report contained a Review of Standards that all libraries are to follow.
- eBooks cost 5-10 times more than printed books. Hill pointed out that Hoopla provided by the Library is an easy and valuable service for those who want to check out eBooks, eComics, eMovies and eTV series.
- Tips on how to talk to legislators were given at the National Library Legislative Day.
- Distribution of resources throughout the state can be seen on the map of resource-sharing.
- On July 9, there will be a webinar entitled “How Do You Like My Sign”.
- There is a link on the RAILS website for continuing education.

Report of the Friends of the Library Liaison: Hill reported that the Friends met on June 10 to discuss fundraising initiatives. The Friends donated \$1250 to the Library in support of the outreach efforts at Jefferson Middle School and to contribute to the cost of the Summer Reading Program Kick-Off Concert. The Friends will have a picnic on July 19. No play has yet been chosen for the annual Murder Mystery event.

Report of Gifts and Programs Sponsorships: Hill noted that the Friends donated \$1250 to the Library.

Letters to Departing Staff Members & Thank You Letters to the following staff member: Amy LoPresti.

Library Director’s Report:

- Erin from Lauterbach and Amen continued to work on the library audit. Administrative staff have scanned additional information for her. She was onsite for two days.
- Staff anticipates a July 10 first payroll check via Paylocity.
- Department Heads have started discussion on the staff inservice day. We will ask the police chief for a safety presentation as well as asking Amanda Kaiser from LINC to demonstrate the new WorldCat program. We are also planning a cleanup/organize session in the afternoon.
- Per Capita Grant requirements are in the May 27th board packet. We could discuss some of the requirements at the next Committee of the Whole/Special Board meeting.

Building(s):

- Testing on the Fire Alarm systems went well.
- We replaced the staff refrigerator.

Staff:

- Tyler Rusnak has been hired as a page. Tyler worked as a volunteer last summer.
- Laura Dubberke has been hired as a circulation/outreach assistant.

LINC: I have included the packet for your review.

Services:

- We had 119 in attendance for the summer concert. Cold, chilly day...people brought blankets. Well worth the effort. Band was great.
- The call for content for the next issue of the village newsletter has been issued.
- Staff are working on content for the next issue of the Resource as well.
- Staff will be working on two outreach opportunities this summer. York Resource Center on Thursday mornings through August 8 and Jefferson Middle School through August 8th. [York Center was under water on June 18].

Friends:

- Friends met on June 10th (5:30 p.m.) at Dominick's and discussed fundraising ideas. They then met at the library at 7 p.m.
- The Friends gave a check to the Library in the amount of \$1250 for the summer kickoff concert and for books for the summer reading club outreach effort at Jefferson Middle School.

Strategic Plan Update

- Audit fieldwork was completed in June.
- Web Team continues to work on content for web site.
- Staff have implemented an online reading club component. See the Library's site at <https://vppl.readingrecord.net/> to join the club.
- Staff have started collecting our patron input via a new "how are we doing" form.

Unfinished Business: None.**New Business:**

Policy Approval: Administration, 317: Capital Asset Policy: McCleary moved Policy 317 be approved. Matkowski seconded the motion. The motion carried on voice vote. Hill noted that this policy was recommended for adoption by the auditors, Lauterbach & Amen.

Policy Approval: Administration, 319: Outstanding Check Policy: McCleary moved Policy 319 be approved. Hippensteel seconded the motion. The motion carried on voice vote. Hill noted that other steps and procedures are in place to be taken before the procedures described in this policy are to be followed.

Annual Reports: McCleary moved the annual report to the State Library be approved. Matkowski seconded the motion. The motion carried on voice vote. Hill reported that although attendance is down from last year, circulation is higher. The number of internet users has increased from last year. The number of reference questions has gone down in Adult Services but has increased in Youth Services.

Discussion of Staff/Volunteer Recognition Event: Date is Thursday, October 15. Hubbard suggested Allegra as the venue. Administration staff will research.

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

ROLL CALL VOTE:**AYES:**

Hensley
Hippensteel
Hodges
Hubbard
Matkowski
McCleary

NAYS:

None

ABSENT: Geyer-Ross

ABSTAIN: None

MOTION CARRIED. The Board went into Executive Session at 8:02 p.m.

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

ROLL CALL VOTE:

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

ABSENT: Geyer-Ross

ABSTAIN: None

MOTION CARRIED. The Board exited Executive Session at 8:17 p.m.

Actions from Closed Session if needed. None.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be July 22, 2015. The next C.O.W. meeting will be held on July 11 at 9 a.m. Hill will try to schedule meetings for the Finance Committee, the Building Committee, and the Policy Committee before the next Board meeting.

Around the Table: Hodges noted that the 7-11 by the train station on Ardmore closed on June 23. Hubbard reported that she was glad to be home. Matkowski is making a trip to Door County. McCleary made bracelets and is making a trip to Pittsburgh to attend a meeting of the American Association of Woodturners.

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 8:26 p.m.

Respectfully submitted,

Meg Rose
Recording Secretary