

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 26, 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, Matt Matkowski, Mark McCleary.

Trustees Absent: Tammy Hensley.

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

Introduction of Visitors:

- Hubbard introduced Erin Kuhn from Lauterbach & Amen. Kuhn reviewed the FY2014/15 Annual Financial Report and Management Letter with the Library Board.
- Hubbard introduced Daniel Criscione, Virtual Services Librarian. Criscione described what he is working on for the library and future goals he would like to implement at the library.
- Hubbard introduced Graham Harwood. Harwood explained how CCS International will assist the Library Board with a Request For Qualifications for architectural services, interviewing of architects, and creation of the Request for Proposal which will be provided to the selected architect for their response.

Public Participation: None.

Approval of the Minutes of the 07/22/2015, 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 she met with Hill and Graham Harwood of CCS International. Hubbard attended the District 88 breakfast. Hubbard and Hodges signed up for the ILA Conference held in Peoria on October 23-25, 2015.

Committee Reports: McCleary said the Finance Committee had met. Hill said the Policy Committee needs to meet.

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

Approval of bills/check register for August 2015 (FY 2015-2016) in the amount of \$72,698.65: McCleary moved to approve the check register for August 2015 in the amount of \$72,698.65. Hippensteel seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill stated the property tax distributions appear to be on track.

RAILS News: Hodges reported RAILS had their elections. She said the Bensenville Library received a construction grant for a room addition. She stated there is a Bookmobile and Outreach Services Conference from 10/14/15-10/16/15 which Hill said she and Kandice Krettler are attending.

Legislative Update: None.

Report of the Friends of the Library Liaison: Geyer-Ross reported that she didn't attend the meeting but she spoke to Martha Bledsoe who said the Friends are discussing different fundraisers.

Report of Gifts and Programs Sponsorships: Hill noted there were four this month. Hill also mentioned that we received a \$250.00 donation from the First Congressional United Church of Christ for the *1,000 Books Before Kindergarten* program.

Correspondence: The Board reviewed correspondence from the following:

- RAILS letter.
- St. Alexander's Church – letter to Father Cote.
- VFW – Thank you letter.

Letters to Departing Staff Members & Thank You Letters: None.

Library Director's Report:

Board Information:

- Library is working with the village on working out the kinks on transferring dollars to IMRF. It appears we will be sending dollars directly.
- The Staff In-service Day scheduled for August 14 went well. The police chief did a great presentation and Hill updated staff on building needs.
- Krettler and Hill met with Julie Poulos from Red Caffeine about a proposal she had provided. Red Caffeine provides a full strategic approach to logo design and web design. The library budget will not allow for this at this time. Staff are exploring other options.
- Krettler and Hill attended a grant workshop at Addison Public Library. Workshop was hosted by Tammy Duckworth's office.
- The library has Hubbard and Hodges signed up for ILA. Krettler and Birmingham will attend as well.

Building(s):

- McMahon and Hill met with Don Kenah from First Point to discuss HVAC priorities and service.
- The library is working on reorganization of 2nd floor workroom and reading room to accommodate staff from the Annex moving back.
- The renewal of the lease for the 219 property is coming up in a couple of months.
- The library sent a letter to Father Mark keeping him apprised of updates. Hill contacted the Diocese.

Staff:

- Melissa Kaleel from Circulation is no longer with the library. Krettler has posted the position. The library will have a couple of pages leaving for college so those positions will need to be filled.
- Administrative staff will be working on merit increases for staff (these had been put on hold until our payroll migration had been completed).

LINC:

Hill was not able to attend the last meeting due to the Staff In-service Day. Hill included the letter LINC received from Dee Brennan at RAILS.

Services:

- The Resource was mailed on 8/19.
- Krettler met with Principal Gaston. The library is looking to have a presence (satellite site) at Jefferson on Thursday afternoons from 3:30-6:30 p.m. starting in October. Library's attendance at the Jefferson's registration garnered 93 library card registrations.
- Krettler and Howe met with Jean Hockensmith in order to determine how else the library can assist the school district. Staff will have a presence at Jackson's curriculum night.

- There is a possibility that a FEMA workshop hosted by Tammy Duckworth will be held in the Library Annex in October.
- The library would like to combine our staff 100 days of safety with a village department get together. Similar to last year, it would be held in library annex.
- Birmingham, Krettler, and Bradford will be working on revisions to the study room policy (or additional policies for inclusion of the Group Collaboration Room and Digital Media Lab).
- Krettler is working on the procedures for the automatic renewal of library cards. Huang is designing the postcards which will be sent.
- Hill included a draft of the IGA draft letter for District 48 as part of her report. The Board agreed it was okay to send the IGA letter to District 48.

Friends:

- Friends met on August 12 and discussed fundraising opportunities and murder mystery event.

Strategic Plan Update:

- The library has sent employee census information to a broker to get an idea of health insurance costs.
- Criscione is working on display of new materials for the 1st floor.
- Outreach opportunity for the Library Board. The library will have a table at Octoberfest: Saturday, September 12 from 12-4.

Other:

- Hill updated the Village Manager on Strategic Plan progress.
- The library received phone proposals from three companies. Staff is reviewing the proposals.

Unfinished Business:

Discussion of Staff/Volunteer Recognition Event: Hill discussed the Staff Recognition event.

New Business:

FY2014/15 Audit Review and Approval: McCleary moved to approve the FY2014/15 Annual Financial Report. Matkowski seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Architect Selection proposal from CCS International: McCleary moved to approve the Architect Selection proposal from CCS International. Matkowski seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of Resolution 2015-08/26: Plan Providing For the Use of Monies That Accumulate in the Library's Special Reserve Fund: McCleary moved to approve Resolution 2015-08/26. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of Policy 316, Administration: Fund Balance Policy: McCleary moved to approve Policy 316. Hippensteel 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 54 fabric meeting room chairs, 8 secretary chairs, one 9-year old server, and two non-working monitors. Matkowski moved to approve the disposal of obsolete and/or damaged equipment. Hippensteel seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Executive Session: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be September 23, 2015 at 7:00 p.m. and a Special Board meeting would be held September 30, 2015 at 7:00 p.m. Hill said she is going to plan a Policy Committee meeting.

Around the Table: Hodges is hosting a surprise birthday party for her sister. Matkowski said his daughter started Kindergarten. Hill said her brother is coming to town Labor Day weekend for a visit.

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 9:08 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary