

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES of the Special Meeting  
September 16, 2015**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 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.

**Introduction of Visitors:** None.

**Public Participation:** None.

[Hodges arrived at 7:03 p.m.]

**Approval of the Minutes of the 08/26/2015, Regular 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 worked with Krettler and Marnell at Octoberfest. They featured a bracelet craft and gave away books to kids.

**Committee Reports:** None.

**Report of the Treasurer:** None.

**Financial Reports:** None.

**RAILS News:** None.

**Legislative Update:** Hubbard indicated the Illinois Library Association had reported there was no progress on the state budget and grants to libraries would be impacted.

**Report of the Friends of the Library Liaison:** Geyer-Ross reported the Friends were highlighted their events in the display case this month and the general meeting in October will feature a pie contest. In addition, the Friends are planning several fundraisers: Potbelly fundraiser on October 15; Carson Community Days in November; and a Yankee Candle fundraiser in November/December.

**Report of Gifts and Programs Sponsorships:** None.

**Correspondence:** None.

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

**Library Director's Report:**

**Board Information:**

- Krettlar has worked with Raul Gaston at Jefferson Middle School. The kickoff for Jefferson Middle School is Thursday, September 24<sup>th</sup> from 1-6:30pm. The Library will have a satellite site at Jefferson on Thursdays (3:30-6:30 p.m.)
- The State Library has indicated “*Applications for either the Public Library Per Capita Grant or Equalization Grant programs must be submitted via email to [Percap-grant@ilsos.net](mailto:Percap-grant@ilsos.net) or before **January 15**”.* We have submitted per capita grant applications in October for a number of years.

**Building(s):**

- Staff continue to work on the reorganization of 2<sup>nd</sup> floor workroom and reading room to accommodate staff from the Annex moving back.
  - We have ordered 2 alcove closets from the vendor that we used during the renovation. In addition, this company will provide maintenance on existing closets and assist in hanging cabinets in the Reading Room.
  - We have ordered a desk for John Bradford’s new office. His current desk is too large for the space.
  - We will be ordering 6 all-in-one computers for computer class use. The goal is to make it as easy for possible for staff to set up and tear down the computer classes.
  - I’ve asked Tenacious Cleaning Service to provide me with pricing information on Sunday evening cleaning (Sept-May).
- The Board President and I will be meeting with Christopher Nye from the Diocese tomorrow.

**Staff:**

- Krettlar is working on filling three positions (circulation assistant and 2 pages)
- The automation coordinator and I have discussed keeping abreast of current certifications. He will be attending a College of DuPage course.

**LINC**

- Krettlar and Howe attended the first Outreach Task Force meeting at St. Charles Library on Wednesday.
- Krettlar and I attended Amanda Kaiser’s “good luck” celebration last week. Kaiser has found a full time position at North Central College.

**Services:**

- There will be a FEMA workshop hosted by Tammy Duckworth held in the Library Annex on October 14.

**Friends:**

- Friends are having rehearsals on Monday and Wednesday evenings.

**Unfinished Business:** *Discussion of Staff/Volunteer Recognition Event:* Hill indicated staff would be contacting the owner of Allegra to go over the menu.

**New Business:**

Resolution setting forth financial requirements of the Villa Park Public Library for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017. The Board discussed the levy request. The request will be on next week’s regular Board meeting agenda.

Policy 210.6, Public Participation and Comment Policy. McCleary moved to approve the revised policy. Hippensteel seconded the motion. The motion carried on a voice vote.

Policy 401 Librarian in Charge Chain of Command. McCleary moved to approve the revised policy.  
Geyer-Ross seconded the motion. The motion carried on a voice vote.

Policy 426, Personnel: Meal Periods McCleary moved to approve the revised policy.  
Matkowski seconded the motion. The motion carried on a voice vote.

Policy 460, Personnel: Staff Recognition Event McCleary moved to approve the revised policy.  
Geyer-Ross seconded the motion. The motion carried on a voice vote.

Policy 530.2, Building: Study Room. McCleary moved to approve the revised policy.  
Geyer-Ross seconded the motion. The motion carried on a voice vote.

Policy 710, Circulation: Loan Periods and Limits of Materials McCleary moved to approve the revised policy.  
Matkowski seconded the motion. The motion carried on a voice vote.

Policy 720, Circulation: Holds McCleary moved to approve the revised policy.  
Matkowski seconded the motion. The motion carried on a voice vote.

**Executive Session:** None.

**Planning of Future Meetings:** Hubbard noted the next regular 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. The next Committee of the Whole meeting will be October 31 at 9:00 a.m.

**Around the Table:** Hodges indicated she had a fun trip to Galena. Hubbard indicated she would be visiting Utica in the near future. McCleary stated he and his family would be apple picking soon. He reported he would be displaying his woodcarving at the DuPage County Fairgrounds on October 17 and 18. Hippensteel reminded everyone that September 22 was Trivia Night at Crazy Pour.

**Adjournment:** Matkowski moved to adjourn. McCleary seconded the motion. The motion carried on a voice vote. The special meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:30 p.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary