

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 28, 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, Mark McCleary.

Trustees Absent: Michelle Geyer-Ross, Matt Matkowski.
[Hodges arrived at 7:01 p.m.]

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

Introduction of Visitors: Andrew Dogan, Williams Architects, Graham Harwood, CCS International.

Public Participation: None.

Approval of the Minutes of the 09/23/2015, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 09/29/2015 Special 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 spoke to Hill regarding agendas. Hubbard reviewed the letter to the legislators and the Governor which she and Hill had drafted. The Board determined to sign the letter once it was completed.

Committee Reports: None.

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

Approval of bills/check register for October 2015 (FY 2015-2016) in the amount of \$80,358.59: McCleary moved to approve the check register for October 2015 in the amount of \$80,358.59. Hippensteel seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill stated she received word that the Library would receive another Personal Property Replacement Tax distribution in October.

RAILS News: Hodges reported the majority of the RAILS news was about the ILA convention. She also spoke about science grants and new resources for Trustees.

Legislative Update: Hubbard indicated she had attended the Trustee luncheon at the ILA convention

Report of the Friends of the Library Liaison: Hill reported they had a Potbelly Fundraiser on Oct. 15 and are currently in rehearsals for the play next month. She said upcoming fundraisers included the Yankee Candle fundraiser, St. Nick's Mart on Dec. 5, 2015 and the Barnes and Noble fundraiser on Dec. 13, 2015.

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

Correspondence: The Board reviewed correspondence from the following:

- Klein Thorpe Jenkins Library Law E-News Newsletter
- Klein Thorpe Jenkins letter with the 2016 Public Library Calendars.

Letters to Departing Staff Members & Thank You Letters: A letter to departing staff member Amy Slagter was signed.

Library Director's Report:

Board Information:

- James Fessler from Klein Thorpe and Jenkins met with Hill to discuss the swap of property on Friday, Oct. 23rd.
- The Library has contacted the Diocese for a legal description of their parking lot. The Library has contacted Gentile and Associates to gather information on the surveys we will need.
- Hill attended the Intergovernmental meeting on October 15th. The next meeting will be in the spring at District 48.
- The Library is working with the Park Arts Council (PAC) – in hosting an art film discussion group at the Library. Some details to work out. Hill will keep the Board posted.
- Hill was interviewed on cable on Tuesday October 27th.
- Hill has completed the Capital Needs Assessment Survey.
- Hill will be drafting a letter from the Board to our legislators stating our concerns with state funding and lack of a budget.
- Kandice Krettler and Hill attended a day's session of workshops at the Association of Bookmobile and Outreach Services. We felt it was very worthwhile and gave us some ideas for our outreach efforts.

Building(s):

- More HVAC will need to be done. We had another valve stuck open.
- Michael McMahon and Jeff Sand did a great job in getting the annex staff (and their materials/furniture) relocated back into the main library building.
- Department Heads and Hill met and drafted our version 1.0 Wish List. Hill included in the packet.

Staff:

- Amy Slagter from Youth Services found a full-time position at Mount Prospect. We have determined to post two part-time positions to replace her hours.

LINC

- The Board of Directors met on 10/9. Hill has included the packet.
- The MAGIC, SWAN, and LINC Futures Task Forces met with the RAILS facilitator to discuss the merger of the three groups. SWAN members indicated they would be open to having members join their consortium.

Friends:

- Friends met on August 12 and discussed fundraising opportunities and murder mystery event. Potbelly fundraiser raised \$203.51. Play rehearsals are going well.

Strategic Plan Update:

- Hill prepared an updated spreadsheet for the Board for discussion at Saturday, October 31st C.O.W. meeting.

Unfinished Business:

Staff/Volunteer Recognition Event Recap: Hodges complimented Hippensteel on a wonderful job and said the food was delicious. Hill stated that the staff liked the event and she had reports indicating the dinner was well received.

New Business:

Approval of Intergovernmental cooperative agreement with Salt Creek School District 48: McCleary moved to approve the Intergovernmental cooperative agreement with Salt Creek School District 48. Hippensteel seconded the motion. The motion carried on a voice vote.

Hill discussed the report cards for District 45, District 48 and District 88.

Approval of proposal from Williams Architects for Architectural Services for \$35,000: McCleary moved to approve the proposal from Williams Architects for Architectural Services for \$35,000. Hippensteel seconded the motion. Discussion ensued about the proposal. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Approval of proposal from CCS International for Project Definition Services for an amount not to exceed \$5000: McCleary moved to approve the proposal from CCS International for Project Definition Services for an amount not to exceed \$5000. Hippensteel seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Disposal of Library Furniture and Equipment: Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of 4 computers and 1 network switch. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Hippensteel seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Per Capita Grant Application (Discussion on State of Illinois Funding): Hill said the Library received the application and the Library will apply for the grant.

Logo Design Discussion: Hill mentioned that at the C.O.W. meeting on Saturday, October 31, 2015, there will be a discussion on selecting a new logo design for the Library.

Executive Session: Business Matters (Purchase/Lease of Property): None.

Department Reports: Hill is having discussions with staff about the Circulation statistics regarding the number of copies for holds and display options.

November Calendar: Hill discussed the November calendar and said she will be including a copy of the Library calendar in the Board packet each month for the Board members.

Planning of Future Meetings: Hubbard noted the next Board meeting will be on Thursday, November 19, 2015 at 7:00 p.m. The next Committee of the Whole meeting will be held on Saturday October 31, 2015 at 9:00 a.m. in the conference room.

Around the Table: Hodges said she enjoyed the ILA conference. Hippensteel said he will not be able to make the C.O.W. meeting on Saturday, October 31, 2015.

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 8:14 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary