

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
November 19, 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, Mark McCleary.

**Trustees Absent:** Tammy Hensley, Matt Matkowski.

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

**Introduction of Visitors:** None.

**Public Participation:** None.

**Approval of the Minutes of the 10/28/2015, Regular Meeting:** McCleary moved the minutes be approved as revised. Hippensteel seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 10/31/2015, Committee of the Whole Meeting:** McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported that she met with Hill to discuss the agenda and the swap of the parking lots. They also discussed the draft of next year's meeting dates for the board packet.

**Committee Reports:** None.

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

**Approval of bills/check register for November 2015 (FY 2015-2016) in the amount of \$72,596.14:** McCleary moved to approve the check register for November 2015 in the amount of \$72,596.14. 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 discussed the Tax Distribution report.

**RAILS News:** Hodges reported that the American Library Association has an Awareness Campaign coming up. Also, there was a pre-conference meeting for resource sharing.

**Legislative Update:** Hubbard spoke about two articles in the Illinois Library Association Reporter magazine.

**Report of the Friends of the Library Liaison:** Geyer-Ross reported there are currently 24 members, she gave the Treasurer's update and talked about the Library wish list. She said the Murder Mystery play was very successful, the St. Nick's Mart has 12 vendors, the Joyful Traditions Tree will be Dec. 5 from 6:00–8:30 p.m. and the Barnes and Noble fundraiser is Dec. 13.

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

**Correspondence:** The Board reviewed correspondence from the following:

- Islamic Foundation letter and postcard invitation to an open house on November 21, 2015.

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

**Library Director's Report:**

**Board Information:**

- The Library is working on getting a proposal from Gentile & Associates for the plat of surveys for the parking lots..
- Kandice Krettler and Hill met with Tracy Vroman from District 45 and the communications manager from Helen Plum to discuss the art show for this upcoming year (literature theme).
- The Library was approached by the Park Arts Center to develop an art film night for the third Wednesday of each month.
- The Library's property tax receipts will be delayed until the village's audit has been completed.
- The Capital Needs Assessment Survey is in the packet.
- Hill has staff working on the collection management plan.
- Jeff Sand and Hill are starting work on the technology plan. Dan Criscone, Sand, Kandice Krettler, John Bradford, Sean Birmingham, and Hill will go over the Edge assessment recommendations and integrate into this year's plan. We will look to have the plan approved at the February board meeting.
- Kandice Krettler provided an entry to the village-wide chili cookoff event held on 11/13/15 at the Sugar Creek golf course.

**Building(s):**

- The HVAC has been acting up again. We changed out the parts (a little over \$3000) which will prevent flooding but it appears that the wiring for these parts has not been working.
- The contractor for the 2nd floor east bank of lights was not working. Michael McMahon replaced and the cost will be approximately \$1000.
- Mike Byron from the Fire Department was out on Friday, the 13th, to perform the annual inspection.

**Kiwanis:**

- The spaghetti dinner is scheduled for Friday, November 20th at 5:00 p.m. Hill has tickets if anyone is interested. Kiwanis of VP support the library on an annual basis and have volunteered at our tee time events.
- Hill attended the Glendale Heights Kiwanis Club meeting on 11/12/15 and presented them with a donation from the Villa Park club. The Glendale Heights club is a charter club which is seeking to sponsor a Builders Club and a Key Club in their community.

**Staff:**

- Mona Polanek from Youth Services found a full-time position at Bright Horizons. The Library has posted her position. Polanek has been assisting Hill with public relations efforts as well.

**LINC**

- Hill has included the LINC packet. Hill did not attend the 11/13/15 meeting.

**Friends:**

- The Friends mystery play went very well and raised over \$2600 for the Library. Attendance was approximately 72 each night. St. Nick's Mart and the Barnes and Noble fundraiser are upcoming events.

**Open Houses Needed:**

- The Library needs some dates for open houses to get feedback from the community. Hill is attempting to place information into the newsletter. The Board discussed possible dates and a consensus was reached for open houses on January 18, 2016, February 15, 2016 and April 18, 2016 at 1:00 p.m. and 7:00 p.m.

**Strategic Plan Update:** Hill led a discussion of three new logo options for the Library.

**Other:**

- Hill reported two Little Free Libraries were completed at Jefferson Middle School and Jackson Middle School by an Elmhurst Eagle Scout as his Eagle Scout project
- Hill indicated to the Board there will be modifications to how payments will be made to the village.
- Hill requested automatic payment to the village for the water bill and it was the consensus of the Board to proceed with new procedure.
- Hill indicated staff may explore Drop Box for future dissemination of board packets
- Hill and Library staff met with the architects and gave them a tour.
- Hill needs to meet with the Finance Committee about investments.
- Hill relayed information to the Board regarding two recent patron incidents.

**Trustee Education:** Hubbard said the Board will watch a short film at the January 2016 Board Meeting called “What It Means To Be A Trustee”.

**Unfinished Business:**

***Per Capita Grant Application:*** McCleary moved the Per Capita Grant Application be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**New Business:**

***Library Closings 2016:*** Hippensteel moved the Library Closings 2016 be approved as revised. Geyer-Ross seconded the motion. The motion carried on voice vote.

***Library Board Meeting Schedule 2016:*** McCleary moved the Library Board Meeting Schedule 2016 be approved as revised. Geyer-Ross seconded the motion. The December 2016 meeting date was set for December 28, 2016. The motion carried on voice vote.

***Approval of proposal from Sound Incorporated for Phone System Equipment and Installation in the amount of \$13,600.66 (Equipment \$9819.87 / Installation and One Year Support \$3780.79):*** McCleary moved to approve the proposal from Sound Incorporated for Phone System Equipment and Installation in the amount of \$13,600.66. 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.

***Disposal of Library Furniture and Equipment***

Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of 12 year old switch, 13 year old printer, tape drive, and LCD projector. 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.

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

**Department Reports:** Hill stated that Outreach is now reflected in the program count and the gate count.

**December Calendar:** Hill reviewed the Library calendar for December 2015.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be Thursday, December 17, 2015 at 7:00 p.m. The next C.O.W. meeting will be Saturday January 30, 2016 at 9:00 a.m. in the conference room.

**Around the Table:**

Geyer-Ross said that her son is going to diving school. Hubbard said she went to the Maker Space event at Barnes and Noble and she visited Glenside Library and Westmont Library.

**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 8:52 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary