

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 17, 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, Tammy Hensley, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Mark McCleary.

Trustees Absent: Matt Matkowski.

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

Introduction of Visitors: Andy Dogan and Mark Bushhouse from Williams Architects, Graham Harwood and Marc Rogers from CCS International.

Public Participation: None.

Approval of the Minutes of the 11/19/2015, Regular Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she went on two library visits to the Westmont Library and the Glenside Library and she really enjoyed her visits. Also, Hubbard said she talked to Hill about a patron incident and about the library building options.

Committee Reports: None.

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

Approval of bills/check register for December 2015 (FY 2015-2016) in the amount of \$120,342.26: McCleary moved to approve the check register for December 2015 in the amount of \$120,342.26. 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 discussed the Tax Distribution report and she said there should be one more in December.

RAILS News: None.

Legislative Update: Hubbard reported on Senate Bill 2039.

Report of the Friends of the Library Liaison: Geyer-Ross reported that the Friends of the Library had the St. Nick's Mart, Carson's Days and that the volunteer gift wrapping at Barnes and Noble was a success. Also the January 2016 meeting will include scrabble.

Report of Gifts and Programs Sponsorships: Hill noted there was one donation this month.

Correspondence: None.

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

Library Director's Report:

Board Information:

- The Library has received the plats of survey for the library parking lot and the church's parking lot from Gentile & Associates.
- The Museum of Science and Industry contacted the Library and indicated they would offer training for staff for a Science Club. Part of the agreement is a field trip to the museum. Staff will proceed with this.
- ILA reported that partial funding for the per capita grant was achieved with Senate Bill 2039. A couple of LINC directors reported the state library and library system indicated these dollars may not be for per capita grants.
- ACA Reporting: Library employees are considered employees of the library starting July 1.

Building(s):

- The Library had Acitelli replace one of the controls for air handler 2 as well as the water valve for the west boiler.

Kiwanis:

- Upcoming events include a holiday party at Bob Brunton's house and a bowl-a-thon for the Spastic Paralysis Foundation in February. Every third Friday, club members are also reading books to the preschools at Schaefer School and Iowa Community Center.

Rotary:

- Pat Hubbard, Kandice Krettler, and Hill attended the Rotary Christmas Dinner and Auction.

Staff:

- The Library has hired Julie Patel and Kathy Deany to replace Amy Slagter (and Laurel Burritt who will be leaving us in December). Jean Jansen and Sean Birmingham are interviewing individuals for Mona Polanek's position.
- Holiday party was held on 12/11/15. A good time was had by all.

LINC

- Hill attended the 12/11 meeting at Batavia. The Board determined to further investigate migration to SWAN consortium.

Friends:

- St. Nick's Mart garnered approximately \$344.00 in revenue for the Friends of the Villa Park Library.
- The Friends fundraiser which included wrapping gifts at Barnes and Noble was held on Sunday, the 13th.

Services:

- The Little Free Libraries have been installed at Jefferson and Jackson schools. The principal at Jefferson has gotten the word out regarding their use. The two libraries have been registered with the Little Free Libraries organization.

Strategic Plan Update: None.

Trustee Education: Hubbard noted that the Board will watch a short film at the January 2016 Board Meeting called "What It Means To Be A Trustee".

Unfinished Business:

Discussion of building needs (Williams Architects / Andy Dogan & CCS International / Graham Harwood): Andy Dogan of Williams Architects gave a presentation of the summary of activity to date. Graham Harwood of CCS International spoke about a cost comparison between a new building and renovation of the current building. Board discussion ensued about whether to build a new building or renovate the current building. It was the consensus of the Board to renovate the current building.

Logo Design: Hill presented four logo designs to the Board. Discussion ensued about the logo colors and designs the Board members liked the best. Hill said she will email samples of the revised logo design with the Board suggestions to the Board members and they will review and get back to Hill.

New Business: None.

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

Department Reports: Hill reported that circulation is down in Youth Services (most likely due to the closing of St. Alexander's School).

January Calendar: Hill reviewed the Library calendar for January 2016.

Planning of Future Meetings: Hubbard noted the next Board meeting would be January 27, 2016, the next C.O.W. meeting is January 30, 2016 and the Open House is on January 18, 2016.

Around the Table: Hensley said she is going on vacation next week to Las Vegas and Arizona. Hippensteel stated he was in the Library recently and witnessed great customer service at the front desk. Hill said she is taking time off for the holiday next week.

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 8:51 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary