

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
January 27, 2016**

**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:** Tammy Hensley, Dan Hippensteel, Pat Hubbard, Matt Matkowski, Mark McCleary.

**Trustees Absent:** Michelle Geyer-Ross, Lydia Hodges.

[Hensley arrived at 7:05 p.m.]

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

**Introduction of Visitors:** Andy Dogan from Williams Architects, Graham Harwood from CCS International.

**Public Participation:** None.

**Approval of the Minutes of the 12/17/2015, 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, Andy Dogan, Graham Harwood and Stacy Jozwiak regarding the open house and later met with Hill regarding the agenda for the Saturday 1/30/16 meeting. Hubbard also mentioned the Trustees Forum on OMA & FOIA, Hill said she would send the link to the trustees.

**Committee Reports:** None.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for January 2016 and all was in order.

**Approval of bills/check register for January 2016 (FY 2015-2016) in the amount of \$90,437.96:** McCleary moved to approve the check register for January 2016 in the amount of \$90,437.96. Matkowski 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 and said the Library received a \$1,000 donation from Bob's Discount Furniture.

**RAILS News:** Hill said that RAILS sent out their newsletter today.

**Legislative Update:** Hubbard reported that public libraries now may receive grants from the Heartsaver AED Fund to assist in the purchase of Automated External Defibrillators.

**Report of the Friends of the Library Liaison:** Hill reported that the Friends decided to retain half of their receipts for the Book Van for next year's budget. The Summer Reading Kickoff donations will go to the Friends of Villa Park Library.

**Report of Gifts and Programs Sponsorships:** Hill noted there were three donations this month.

**Correspondence:** None.

**Letters to Departing Staff Members & Thank You Letters:** A letter to departing staff member Laurel Burritt was signed.

**Library Director's Report:**

**Board Information:**

- Continue to work with attorney and surveyor and diocese on documentation for property swap.
- The Library has signed off on the agreement with the Museum of Science and Industry for training of staff for a Science Club. Part of the agreement is a field trip to the museum.
- Hill attended the RAILS Consortia Committee Meeting on January 18 at RAILS in Burr Ridge.
- John Bradford will be at next month's board meeting to present the Collection Development Plan. Jeff Sand will be at the meeting as well to present the Technology Plan.
- Hill would recommend increasing the employees' portion of healthcare from 15% to 18%--this would go into effect in July. Currently, the village non-union employees are paying 17% and will be moving to 18% in July. Hill had hoped to migrate to our own insurance plan this year. However, we do not have the staff time to accomplish this. Hill asked the Board for a consensus on raising employee portion of healthcare from 15% to 18%. The Board members stated we should follow the village's lead and it was the consensus of the Board to increase the employee portion of healthcare to 18%.
- Kandice Krettler and Hill (and Lydia Hodges) attended the District 45 showing of Most Likely to Succeed at Yorktown Theaters. We attended their Strategic Planning session on Saturday, January 23rd.

**Building(s):**

- Roof leak on January 14th—thaw in the afternoon with an ice jam on the northwest side of the building. Staff reacted quickly.
- The Library is working on completing a form for additional gas pressure to the building. Nicor will require some proof that it is needed.
- Phone system will be installed the week of the 25th. Staff will start answering calls in the workroom starting then.
- Jeff Sand and Hill discussed the purchase of computers this year. Since the Library has a number of newer computers from the annex which need to be redeployed we will not purchase the new computers this year. Instead, we will move on next year's server purchase.

**Kiwanis:**

- Upcoming events include a bowl-a-thon for the Spastic Paralysis Foundation on February 6. Dan Hippensteel and Hill will be bowling. Hill is looking for sponsors.
- Most months on the third Friday, club members are also reading books to the preschools at Schaefer and Iowa Community Center.
- We will be attempting to try a social outing for the three service clubs in town (Kiwanis, Rotary, and Lions) sometime in the spring.

**Rotary:**

- Krettler attended a Rotary board meeting.

**Staff:**

- Jean Jansen and Sean Birmingham continue to interview individuals for Mona Polanek's position.
- Alex Huang has given notice that he will be resigning. His last day will be February 3rd. We will be posting his position.
- Hill will be working from home on Monday mornings.

**LINC:**

- Hill attended the 1/22 meeting at Itasca. The meeting packet is included in the board packet.
- The LINC budget will be voted on in February.
- The LINC by-laws are being revised.

**Friends:**

- Friends met on 1/13/2016.

**Services:**

- The Library has purchased two Roku devices (see link here: <https://www.roku.com/products/roku-3>) Bloomingdale, Glen Ellyn, Itasca, and St. Charles circulate these devices with preloaded digital content. A number of the library's DVDs come with digital content so staff would like to take advantage of this technology for our patrons.
- The Library is investigating circulating hot spots/with data plans for patrons. We would start with two devices. St. Charles is currently circulating hot spots for patrons.
- Changing the hours at Jefferson Middle School to start at 3 p.m. was a good move. Staff are having more interactions with the kids.
- The Library staff had not heard that Whole Foods wanted us to do story times in the store—evidently some miscommunication between management staff occurred. However, once they figured out that we were not coming back, they asked us to be a presence. Staff will do story times at Whole Foods once a month on Fridays (since we are doing story times at Cornerstone Books on Mondays now).
- The Library has signed the agreement with the Museum of Science and Industry to receive staff to receive training for a Science Club.

**Strategic Plan Update:** None.

**Other:**

- Hill asked the Board if the Library can be open on Sunday June 5, 2016 for the Summer Reading Kickoff event and it was the consensus of the Board to be open on Sunday June 5, 2016 for the event.
- Hill said that April Howe will attend the Spelling Bee sponsored by the Islamic Foundation.
- Hill stated that the Library wants to purchase laser lights to highlight the summer reading kickoff event.
- Hill reported that Gentile & Associates completed the survey and that the attorney sent a draft Ancillary Agreement for the Board to review at the Saturday 1/30/16 meeting.

**Unfinished Business:**

***Discussion of building needs (Williams Architects / Andy Dogan & CCS International / Graham Harwood):*** Andy Dogan of Williams Architects handed out a summary of the public input from the open houses held on 1/18/16 and discussion of the summary ensued with the Board. He stated that the next open houses are planned for 2/15/16 and Hill said that a program is planned for 2/15/16 with a movie for children while their parents attend the open house. Graham Harwood of CCS International talked about the Library creating a special newsletter just on the renovations.

**New Business:**

***Annual Library Certification Process (Discussion):*** Hill said the Library is certified as a Public Library.

***Statement of Economic Interests (Discussion):*** Hill explained it is an electronic process and the Trustees will be receiving forms from the county.

***Policy 731: Circulation, Schedule of Fines and Fees (Revisions include removing the Youth Services Speedy Reader collection; removing videocassettes; removing fees for admission to reading clubs for non-Villa Park cardholders):*** McCleary moved to approve the revised Policy 731. Hippensteel seconded the motion. The motion carried on voice vote.

**Trustee Education: Trustee Academy via RAILS site:** Hubbard said it will be postponed because not all of the Board members were here.

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

**Department Reports:** Hill reported total Circulation has gone up.

**February Calendar:** Hill reviewed the Library calendar for February 2016.

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be February 24, 2016 and the open houses are February 15, 2016. Hill said there is a Special Meeting on Saturday January 30, 2016 at 9:00 a.m. at the Annex.

**Around the Table:** Hippensteel indicated his team had won the trivia contest at Crazy Pour.

**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 8:24 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary