

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 24, 2016**

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.

[Matkowski arrived at 7:02 p.m.]

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

Introduction of Visitors: Andy Dogan from Williams Architects, Graham Harwood from CCS International, John Bradford, Head of Materials Services, Jeff Sand, Automation Services Coordinator.

Public Participation: Bob Wagner introduced himself and said he was at the meeting to speak on behalf of the owner of Ardmore Florist who couldn't make the meeting. The owner is having a problem with parking and is looking for help with her business's parking. She would like some dedicated parking spots and she is planning to be at the next meeting to discuss the issue with the Board. Mr. Wagner said he attended tonight's meeting because he wanted to make the Board aware of the problem. He stated that he appreciated the Board's time tonight. He indicated the owner would contact the Board.

Approval of the Minutes of the 01/27/2016, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 02/15/2016 (1:00 p.m.), Open House Meeting: McCleary moved the minutes be approved as revised. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 02/15/2016 (7:00 p.m.), Open House Meeting: McCleary moved the minutes be approved as revised. Hippensteel seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she spoke with Hill regarding the new phone service and they met before the open house to go over the handouts.

Committee Reports: None.

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

Approval of bills/check register for February 2016 (FY 2015-2016) in the amount of \$79,993.20: McCleary moved to approve the check register for February 2016 in the amount of \$79,993.20. 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 stated that electrical usage went down a little. Hubbard said the tax distribution was from 2010.

RAILS News: Hodges reported that RAILS is still drafting standards for Library Services. She provided an update on the Talking Books program offered by the State Library. She also noted upcoming RAILS webinars: 2/24/26 – Patron Safety, 3/15/16 – Emergency Preparedness, 3/16/16 – What Makes a Great Library Board and she said that RAILS is offering Trustee Academy.

Legislative Update: Hubbard reported on ILA legislative news. She also said that National Library Legislative Day will be held in Washington D.C. on May 2, 2016 and May 3, 2016. Hubbard handed out copies to the Board of the Top 10 Quick Advocacy Tips from the ILA website.

Report of the Friends of the Library Liaison: Geyer-Ross reported the following:

- Upcoming fundraisers: 3/9/16 to 3/13/16 – Jersey Mikes; 4/13/16 – Back Alley Burger; 5/11/16 - Dominick's Pizza.
- Treasurer's Report: The Friends has a current balance of \$8,829.54.
- Membership Total: 23 members.

Report of Gifts and Programs Sponsorships: Hill noted one donation and one adopt-a-magazine subscription.

Correspondence: None.

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

Library Director's Report:

Board Information:

- Continue to work with attorney and surveyor and diocese on documentation for property swap. Kathleen Henn is our new attorney.
- Hill would recommend we review the Policy Manual at the next Committee of the Whole meeting.
- The village's "state of the village" meeting will be on Thursday, February 25th, at Willowbrook High School. Hubbard and Geyer-Ross said they would attend the meeting.

Building(s):

- The Library received a quote from Nicor for replacing the gas meter. A little over \$2,000.00. We will work to see if we can get this reduced.
- Two new gondolas for the DVD collection arrived on Wednesday.

Kiwanis:

- Hill attended the weekly breakfast meetings. The group will be visiting Humanitarian Services Project in Carol Stream on March 2nd to ascertain what volunteer opportunities may be available for the club.

Staff:

- Jean Jansen and Sean Birmingham continue to interview individuals for Mona Polanek's position.
- Kandice Krettlar and Hill interviewed several individuals for the graphic design position.

LINC

- Hill attended the 2/12 meeting at Villa Park. The meeting packet is included in your board packet.
- Hill reported she will be attending the SWAN/MAGIC/LINC meeting on 3/02/16.

Friends:

- Friends met on 2/10/2016. Ingrid Durham and Michelle LaRusso are working on several fundraisers.

Services:

- Staff is working on content for the next issue of the Resource.

Strategic Plan Update:

Highlights of the Library Technology Plan and Library Collection Development Plan:

- Bradford reviewed the February 2016 Library Collection Plan, highlighting the updated selection process, new collections, explosion of digital access, and the local history collection. Hill said that Bradford did a great job preparing the Library Collection Plan.
- Sand reviewed the 2016-2019 Technology Plan, highlighting technology accomplishments and progress made in the last year as well as noting anticipated technology expenditures needed for the next three years of the plan. Hill stated that Dan Criscione worked on the staff core competencies of the technology plan.

Other:

- Hill said the Library is bringing the Resource design back in house starting with the September – December 2016 issue.

Unfinished Business:

Discussion of building needs (Williams Architects / Andy Dogan & CCS International / Graham Harwood): Andy Dogan of Williams Architects presented a progress update for the last month highlighting community input, meetings with staff, and site plan concepts. Dogan said the next steps are to refine the conceptual plans, present exterior imagery at the March board meeting, and hold another open house on April 18, 2016 at 1:00 p.m. and 7:00 p.m. Graham Harwood said that the phasing still needs to be worked out and CCS International will provide cost estimates. Hill said the next issue of the Resource will contain information on the proposed renovations and expansion.

New Business:

Approval of Library Technology Plan 2016-2019: McCleary moved the Technology Plan be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of Library Collection Development Plan: McCleary moved the Library Collection Development Plan be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the LINC FY 2016/2017 Annual Operating Budget: McCleary moved to approve the LINC FY 2016/2017 Annual Operating Budget. Matkowski seconded the motion. Hubbard noted the Library will no longer be paying the supplemental fee. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval Renew Library Service to the City of Oakbrook Terrace: McCleary moved to approve to renew library service to the City of Oakbrook Terrace. Geyer-Ross seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Discussion on amending the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2015 and ending on April 30, 2016: The Board discussed the amendments.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2016 and ending on April 30, 2017: The Board discussed the proposed FY 2016/2017 budget.

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 Comdial phone system and 6 computers (computer replacement plan). McCleary moved to approve the disposal of obsolete and/or damaged equipment. Matkowski seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Trustee Education: Trustee Academy via RAILS site (Discussion): Hubbard said the Board will show two Trustee Academy Short Takes at each C.O.W. meeting.

Department Reports: Hill reported that circulation was up a little.

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

Planning of Future Meetings: Hubbard noted the next Board meeting would be March 23, 2016.

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 10:01 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary