

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
May 25, 2016**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:15p.m.

**Trustees Present:** Michelle Geyer-Ross, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Matt Matkowski, Mark McCleary.

**Trustees Absent:** Tammy Hensley.

[Hodges arrived at 7:19 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 04/30/2016, Special Meeting:** McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 04/30/2016 Executive Session 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 met with Hill to discuss her evaluation.

**Committee Reports:** None.

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

**Approval of bills/check register for May 2016 (FY 2015-2016) in the amount of \$59,373.02:**  
McCleary moved to approve the check register for May 2016 in the amount of \$59,373.02. 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.

**Approval of bills/check register for May 2016 (FY 2016-2017) in the amount of \$55,977.74:**  
McCleary moved to approve the check register for May 2016 in the amount of \$55,977.74. 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.

**Financial Reports:** Hubbard had a question on the April 2016 Financial Statement report and Hill said she would talk to Carolyn Turner and get back to Hubbard.

**RAILS News:** Hodges reported the RAILS elections were held, there is a RAILS FOIA hotline for questions, Deerfield Library has an ELL (English Language Learners) program, RAILS received \$1.8 million from the State for the federally funded portion of the 2016 Area and Per Capita Grant, Downers Grove Library has a new Library Director, there is a workshop coming up call "How to Communicate for the Win", Schaumburg Library hosted the Citizenship Ceremony and the Glen Ellyn Library has a place for visitors to access major streaming services.

**Legislative Update:** Hodges indicated she had read an article dealing with the state budget.

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

- Treasurer's report there is \$12,000 in the account now after the Summer Reading Tee Off deposits.
- The Library submitted a wish list to the Friends.
- There will be a fire hydrant for the Library to decorate.
- Future fundraisers: Blaze Pizza on June 8<sup>th</sup>, Sonic in July, and Potbelly in August.
- The Friends had discussed a members thank you event possibly at Sonic.

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

**Correspondence:** None.

**Letters to Departing Staff Members & Thank You Letters:** Two letters to departing staff members April Howe and Beth Barabolak were signed.

**Library Director's Report:**

**Board Information:**

- Ehlers is working on the financials for the building project.

**Building(s):**

- The Library had to have an exterior security camera replaced this past week.
- Michael McMahon is working on lamp switching and replacement on the 2nd floor. He completed the first floor two weeks ago.

**Kiwanis:**

- Hill attended Willowbrook High School's Senior Recognition program held on May 19. The Villa Park Kiwanis Club presented three seniors with \$500 scholarships.

**LINC**

- The LINC Board of Directors met on May 13. Carol Dawe attended her daughter's graduation on May 19-May 23rd.

**Staff**

- Tyler Meder will be our new page replacing Beth Barabolak.
- The two part-time positions were posted last week.
- Mindy Mestek has found a full-time position at Eola Branch Library in Aurora.

**Friends:**

- Friends met on May 11. They agreed to volunteer at the tee off at the watering hole and raffle.

**Services:**

- Staff received training on the summer lunch program.
- Summerfest: Received communication from Deputy Chief Lay regarding having the library available for emergency use during the Summerfest hours on June 17 and June 18. It was the consensus of the Board to approve this use. Hill indicated she would discuss with staff.

**Other:**

- Graham Harwood reviewed the CCS order of magnitude cost summary for the building renovations with the Board.
- Hill reviewed the draft report of the LINC and SWAN costs comparison.
- Hill reported that Follett has bought Baker & Taylor.
- Hill stated that Library staff is exploring becoming a Passport Acceptance Facility.
- The Board reviewed a report that Jean Jansen prepared on YS programming comparison.
- Hill reported that the Summer Reading Tee Off is ready.
- Hill stated that PMA investments started with \$200,000 in investments this month.
- Hill reported that the gate count is down (most likely due to fewer hours), circulation increased and number of registered cardholders has increased.
- Hill stated that job descriptions are being worked on and updated.
- Hill mentioned that the Park Arts Center & Historical Society have asked the Library to partner with them on the Vivian Maier lobby display.
- Hill said the Readathon will be held on September 17, 2016.
- Hill reported that the stair lights have been ordered. Andy Dogan explained the surface of the new stairs and the landing and showed the Board samples.
- Sean Birmingham attended a meeting for a group who will be hosting a community fair in Addison on June 2, 2016.

**Unfinished Business:*****Discussion of building needs (Williams Architects & CCS International / Graham***

***Harwood):*** Andy Dogan of Williams Architects presented a progress update highlighting the conceptual site plan, conceptual exterior design (only one side right now), floor plan diagram and the stair renovation project. Hill asked to meet with Hubbard to create a flyer to mail out and create an internal timeframe. The next open house will be on June 11, 2016 at 9:00 a.m.

**New Business:**

***Approval of revisions to Policy 701: Library Card Registration:*** Revisions include allowing non-Villa Park cardholders to use a photo ID if the individual has forgotten their card. McCleary moved the revisions to Policy 701 be approved. Hippensteel seconded the motion. The motion carried on voice vote.

***Approval of revisions to Policy 703: Oakbrook Terrace Residents:*** Revisions include additional information on how to get the application and the fee structure. McCleary moved the revisions to Policy 703 be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

***Approval of Policy 712: Materials Marked “New”:*** Revision includes “Fiction” materials. McCleary moved the revision to Policy 712 be approved. Matkowski seconded the motion. The motion carried on voice vote.

***Approval of Policy 720: Holds:*** Revision includes 2 additional days to pick up hold. McCleary moved the revision to Policy 720 be approved. Hippensteel seconded the motion. The motion carried on voice vote.

***Approval of Policy 731: Schedule of Fines and Fees:*** Revisions include reduction of fee for replacement card; outlining fees for tote bags cards and book jackets. McCleary moved the revisions to Policy 731 be approved. Matkowski seconded the motion. The motion carried on voice vote.

***Approval of Policy 733: Charges Incurred in Obtaining Materials for Patrons:*** Staff would recommend removal of policy since content is duplicated in Policy 731. McCleary moved that Policy 733 be removed. Matkowski seconded the motion. The motion carried on voice vote.

**Approval of Policy 735: Receipts:** Revision adds receipts for material fees for programs. McCleary moved the revision to Policy 735 be approved. Geyer-Ross seconded the motion. Hodges suggested adding the word “offer” to the policy. The policy was adopted as revised on the voice vote.

**Approval to dispose of Library Furniture and Equipment:** Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of one obsolete Dell desktop; one obsolete HP printer; and 1 Amazon Kindle (broken). 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.

**Executive Session: Business Matters: Purchase/Lease of Property:** McCleary moved to go into Executive Session to discuss business matters regarding the purchase/lease of property. 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. The Board went into Executive Session at 8:53 p.m.

McCleary moved to exit Executive Session. 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. The Board exited Executive Session at 9:00 p.m.

**Actions, if needed, after Executive Session.** None.

**Department Reports:** None.

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

**Planning of Future Meetings:** Hubbard noted the next Board meeting would be June 22, 2016. The next Open House will be Saturday June 11, 2016. The next C.O.W. meeting will be July 9, 2016 from 9:00-11:00 a.m.

**Around the Table:** Hippensteel will be going to Texas to visit family. Hubbard said she went to Trivia night. McCleary will be going to a workshop in June.

**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 9:15 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary