

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 22, 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, Tammy Hensley, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Matt Matkowski.

Trustees Absent: Mark McCleary

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

Introduction of Visitors: Andy Dogan from Williams Architects, Graham Harwood and Mark Rogers from CCS International, Steve Larson and Adrienne Booker from Ehlers & Associates.

Public Participation: None.

Approval of the Minutes of the 05/25/2016, Regular Meeting: Matkowski moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 05/25/2016 Executive Session Meeting: Matkowski 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 to create a referendum timeline. Hubbard reviewed the timeline with the Board. Hubbard said the Summer Reading Tee Off was wonderful.

Committee Reports: None.

Report of the Treasurer: Hill indicted Treasurer McCleary had reviewed the bills and invoices prior to the meeting. Hill stated that she communicated with McCleary about PMA investments and that she will report on the investments at the next Board meeting.

Approval of bills/check register for June 2016 (FY 2016-2017) in the amount of \$73,594.48:

Matkowski moved to approve the check register for June 2016 in the amount of \$73,594.48. 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 report that Sikich prepared the reports for the audit and that the audit field work was completed yesterday.
- Hill stated that two PPRT payments from last fiscal year were received Monday 6/20/16.
- Hill answered Hubbard's question from the May 25, 2016 Board Meeting regarding the April 2016 Financial Statement report.

RAILS News: Hill reported that the daily RAILS van delivery time will be changed to 8:22 a.m. beginning on July 1, 2016.

Legislative Update: None.

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

- Treasurer's report: \$12,978.99. She stated the Summer Reading Tee Off amount was reported as \$4,185.00.
- There are currently 25 members.
- Over 1,000 attended the Tee Off and 178 signed up for the Youth Services Summer Reading Program.
- The Friends have a craft table at the Kiwanis concerts.
- Auditions for the murder mystery play are August 29, 2016. The ticket price for the play is \$12.00 in advance or \$15.00 at the door.
- Future fundraisers: Sonic in July, Potbelly in August, Readathon in September, Barnes and Noble in December.

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

Correspondence: None.

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

Library Director's Report:

Board Information:

- Ehlers information should be in the board packet for tonight's meeting.
- Next building project public meeting is scheduled for July 12 at 3 - 5 p.m.
- The Policy Committee will be meeting on July 16 at 9 a.m.

Building(s):

- Michael McMahon started the light installation on Friday, June 17.

Kiwanis:

- Kiwanis had their fundraiser at Barnes and Noble on Saturday, June 4.
- The summer concerts begin on July 6.
- Hill attended the NEDSRA 40th anniversary recognition dinner on June 8.

Rotary:

- The Rotary Installation Dinner is Tuesday, June 28th at Brio in Yorktown.

Lions:

- The Lions will be having their installation dinner on June 23rd.

LINC

- The LINC Board of Directors met on June 10. The Board met with Aaron Skog from the SWAN consortium. Hill has included his presentation in the board packet.
- Hill reminded the Board the manager for SWAN (Aaron Skog) and the director of the Oak Park Library (David Seleb) will be present at a Q&A session for trustees on Wednesday August 3rd, 7 p.m. at Bloomingdale Library.

Staff

- The Library has three part-time positions posted.
- The Library has re-hired Stephanie Karlovich as a temporary employee.

Friends:

- Friends and Kandice Krettler met on June 8 and discussed plans for the fall.

Services:

- The summer tee off was very successful. The Library had over 1,000 people come through the doors with 178 kids and 40 adults signing up for reading clubs. The science experiment demonstrations were a big hit.
- Staff are working on the next issue of the Resource. Our new graphic designer will be doing the layout.
- Met with a patron who expressed concern about Friday evening closings.

Strategic Plan Update: None.

Other:

- Hill will discuss a grant opportunity from Tritown YMCA for a refrigerator.
- Hill reported that National Night Out will be held at the Iowa Community Center on August 2.

Unfinished Business:

Discussion of building needs (Williams Architects - Andy Dogan & CCS International - Graham Harwood): Andy Dogan of Williams Architects presented a progress update on the design side of the building renovations highlighting the site and stormwater updates, building layout refinement, and the stair renovation project update. The next open house will be on July 12, 2016. Dogan offered to assist with the development of an outreach strategy. Graham Harwood reviewed the CCS International updated proforma cost summary which reduced the project cost for the building renovations.

[Geyer-Ross left the meeting at 8:10 p.m.]

New Business:

Financial Planning Discussion (Ehlers & Associates – Steve Larson and Adrienne Booker): Adrienne Booker and Steve Larson presented draft financial planning documents prepared by Ehlers & Associates to assist in planning for the Library's building renovations. Booker said the goal is to ensure the Library has sufficient finances and to show with a bond issue what the tax impact would be on the residents. Larson commented that there would be interest earned on the bond issue. Booker discussed the debt impact on the tax bill.

[Hensley left the meeting at 8:15 p.m.]

Metal Work for Stairway Railings: Hippensteel moved to approve the proposal from Wm. Horn Structural Steel Company of Geneva, IL for the Metal Work associated with the Main Stair Improvement project-including stainless steel handrails in the amount of \$16,700.00. Matkowski seconded the motion. The Board reviewed the proposal and discussion ensued. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

Stormwater Study: Hippensteel moved to approve the proposal from Williams Architects and Eriksson Engineering Associates to prepare a study which will provide a narrative description, preliminary configuration, size, placement, and estimated construction cost of above-ground stormwater improvements that would be required as an alternative to underground stormwater storage. The fee for these services will not exceed \$2,200.00. Matkowski seconded the motion. The Board reviewed the proposal and discussion ensued. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

Library Closings 2016: Hippensteel moved the Library 2nd floor (Youth Services) be closed on Sunday, November 6th for the murder mystery event and between 9 and noon on December 2nd for the staff holiday party. Matkowski seconded the motion. The motion carried on voice vote.

Non-Resident Library Card Participation: Annual action required for non-resident library card participation. Hippensteel moved to issue non-resident library cards during the ensuing 12 months (July 1, 2016-June 30, 2017), per Illinois law. Matkowski seconded the motion. The motion carried on voice vote. The fee formula for the non-resident card would be the Tax Bill Method.

Prevailing Wage Resolution: Matkowski moved to approve the joint prevailing wage resolution. Hippensteel seconded the motion. The motion carried on voice vote.

Annual Reports: Matkowski moved the annual report for the State Library (IPLAR: Illinois Public Library Annual Report) and the annual report for the Village Board (as amended) be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Executive Session: Personnel Matters: Personnel Matters (Evaluation of the Library Director), Business Matters: Purchase/Lease of Property: Matkowski moved to go into Executive Session to discuss personnel matters regarding the evaluation of the Library Director and business matters regarding the purchase/lease of property. Hippensteel seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried. The Board went into Executive Session at 9:25 p.m.

Hippensteel moved to exit Executive Session. Matkowski seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried. The Board exited Executive Session at 9:44 p.m..

Actions, if needed, after Executive Session. None.

Department Reports: Hippensteel asked about the Reserves number on the Adult Services Statistics and Hill said she would check into it.

Planning of Future Meetings: Hubbard noted the next Board meeting would be July 27, 2016. The next C.O.W. meeting will be on July 9, 2016. The next Open House will be July 12, 2016.

Around the Table: Hippensteel spoke about a library in Texas that is going to make it a community center where you also can get books. Hubbard is going to California for a wedding.

Adjournment: Matkowski 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 9:51 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary