

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Special Meeting
August 6, 2016**

Call to Order: Vice-President Hippensteel called the regular meeting of the Villa Park Public Library Board of Trustees to order at 9:02 a.m.

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

Trustees Absent: Tammy Hensley, Pat Hubbard.

Others: Sandra Hill, Library Director.

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the 06/22/2016, Regular Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 06/22/2016 Executive Session Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of the revised Minutes of the 05/25/2016, Regular Meeting: McCleary moved the revised minutes be approved. Matkowski seconded the motion. Hill noted the Board had indicated the reason for the Executive Session and that the reason needed to be reflected in the minutes. The motion carried on voice vote.

Approval of the Minutes of the 07/09/2016, Committee of the Whole Meeting: McCleary moved the minutes be approved. Matkowski seconded the motion. The motion carried on voice vote.

Report of the Board President: Hippensteel indicated Matt Matkowski will not be at the August Board meeting and he reported Matkowski's resignation as a board member.

Committee Reports: None.

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

Approval of bills/check register for July 2016 (FY 2016-2017) in the amount of \$82,063.58: McCleary moved to approve the check register for July 2016 in the amount of \$82,063.58. Matkowski seconded the motion. Hill responded to a question regarding the Industrial Appraisal Company indicating this was charges for an annual update for insurance purposes. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the PMA investment reports with the Board.

RAILS News: None.

Legislative Update: None.

Report of the Friends of the Library Liaison: None.

Report of Gifts and Programs Sponsorships: Hill noted there were two donations and three adopt-a-magazine subscriptions.

Correspondence: The Board reviewed correspondence from State Representative Deb Conroy.

Letters to Departing Staff Members & Thank You Letters: None.

Library Director's Report:

Board Information:

- Next building project public meeting is scheduled for August 4 at 7 p.m.
- The Policy Committee met on July 16.
- Regarding last month's question on number of reserves indicated in the June Adult Services department report. Staff used to manually count the number of reserves they assisted patrons with. Sean determined to use a report generated by LINC to more accurately reflect the total number of reserves placed (by staff and by patrons using the catalog).

Building(s):

- Plumbing: The first floor women's toilet had some parts replaced. Michael McMahon replaced some.
- McMahon has been doing some work outside this past month. He has installed pavers toward the front sidewalk and he is working on cleaning up the rock area as you enter the parking lot.

Kiwanis:

- The summer concerts begin on July 6.

Rotary:

- Hill included information on the Rotary golf event.

Lions:

- Please see the newspaper picture of Sean Birmingham's award he received at the Lions Installation Dinner.

LINC

- Reminder: 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

- Hill indicated we are working with the Management Association of Illinois on a staff issue.
- Sean Birmingham, Kandice Krettler, and Jean Jansen are interviewing individuals for the 3 positions we have open. Heidi Geatros did accept a promotion to Public Services Associate.

Friends:

- Friends had their fund raiser at Sonic this past Monday. They have been helping out at the Kiwanis Concerts on Wednesday evenings and the Movies in the Park.
- We have asked the Friends to have a presence at the Cortesi Park movies. They can sell water, pop, and glowsticks as a fundraiser.

Services:

- Staff are working on the next issue of the Resource.
- Movies in the Park – over 100 in attendance.

Strategic Plan Update: None.

Other:

- Hill reported she had excluded a patron from the library according to the library's code of conduct.
- Hill stated the village may be going for a sales tax increase referendum.
- Hill reported that we have ordered the new Opto Shelving.
- Hill met with Election Commission and the Library will move the polling places from the 2nd floor to the 1st floor going forward.
- Hill stated that the tenant in the 219 Ardmore house may not be renewing their lease.
- Hill said we had a patron fall on the stairs and we are working with our insurance company.
- Hill stated that after the audit the Board needs to take action on a special reserve fund and the unassigned fund balance.

Unfinished Business:

Discussion of building needs: None.

Stormwater Study: Hill provided an update. It appears that a bioswale will suffice to meet stormwater retention needs.

Stairway Project: Hill reported that the railings are scheduled to be installed on August 29th and would recommend closing the stairs for the project.

New Business:

Approval of New Policies: Policy 506, Voter Registration Service Policy and Policy 569, Prohibition of Firearms on Library Property:

McCleary moved new Policy 506, Voter Registration Service Policy be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved new Policy 569, Prohibition of Firearms on Library Property be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval of Revisions to Current Policies: Policy 568, Patron Conduct; Policy 610, Materials Selection; Policy 620, Gifts and Bequests; Policy 628, Disposal of Library Surplus Materials:

McCleary moved revisions to current Policy 568, Patron Conduct be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 610, Materials Selection be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 620, Gifts and Bequests be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 628, Disposal of Library Surplus Materials be approved. Matkowski seconded the motion. The motion carried on voice vote.

Approval to Remove Existing Policies: Policy 153, Reading Clubs; Policy 528, Cassette Player and Compact Disc Player for Public Use; Policy 630, Reciprocal Borrowing of AV Equipment; Policy 641, Word Processors; Policy 713, E-Readers:

McCleary moved to remove existing Policy 153, Reading Clubs be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved to remove existing Policy 528, Cassette Player and Compact Disc Player for Public Use be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved to remove existing Policy 630, Reciprocal Borrowing of AV Equipment be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved to remove existing Policy 641, Word Processors be approved. Matkowski seconded the motion. The motion carried on voice vote.

McCleary moved to remove existing Policy 713, E-Readers be approved. Matkowski seconded the motion. The motion carried on voice vote.

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

Planning of Future Meetings: Hippensteel noted the next Board meeting would be August 24, 2016.

Around the Table: Geyer-Ross said she would not be running for the Library Board next April. Hippensteel said he went on a camping trip to the Dells. Hodges gave an overview of the SWAN presentation she attended on August 3rd. Matkowski said he bought a new house in Wheaton and all of the board members wished him well. McCleary said he is going to miss Matt.

Adjournment: McCleary moved to adjourn. Matkowski 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 10:16 a.m.

Respectfully submitted,

Sandra Hill
Recording Secretary