

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 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, Tammy Hensley, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Mark McCleary.

Trustees Absent: None.

Others: Sandra Hill, Library Director; Meg Rose, Recording Secretary

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the 08/06/2016, Special 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 had met with Hill last week to get updates on July and August events, and to set up a meeting with the Building Committee and Graham Harwood to discuss the parking lot swap.

Committee Reports: There is a Building Committee meeting on August 25.

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

Approval of bills/check register for August 2016 (FY 2016–2017) in the amount of \$55,540.47: McCleary moved to approve the check register for August 2016 in the amount of \$55,540.47. 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.

Financial Reports: Hill pointed out the PMA Investments monthly report and indicated that the interest earned goes into the BMO Harris checking account. She discussed some of the bills, including the Deluxe charge for checks, the Koffer Sales bill for materials for the main stairway project, and the DuPage County Collector payment for the 219 property. She also informed the Board that the Opto shelving has been received and is installed.

RAILS News: Hodges reported that RAILS is continuing to work on new standards and has indicated that the “system will provide training” to libraries to meet the new standards. Trustee workshops will be held from 9:30–12:30 on September 17 in the ELA Area Public Library and on October 1 in the Lisle Library. RAILS has a new website which is easier to use and has more calendars. She also noted that 2017 grants are coming up.

Legislative Update: Hill noted that Live and Learn construction grant applications were just posted. Deb Conroy will read for the VPPL Readathon.

Report of the Friends of the Library Liaison: Geyer-Ross reported the following: The Friends completed the audit, and there is a casting call for the murder mystery play on August 29. It was noted that September 20 is the next Trivia Night.

Report of Gifts and Programs Sponsorships: Hill indicated there were no gifts this month and that \$790 has already been raised by the Readathon.

Correspondence: The Board reviewed correspondence from the following: Matt Matkowski. Discussion ensued about drafting a resolution honoring his service while on the Board.

Letters to Departing Staff Members & Thank You Letters: Cristi Vander Naald.

Library Director's Report:

Board Information: Next building project public meeting is scheduled for September 21 at 7 p.m.

Building(s):

- Hill reported there were a couple of leaks from the air handlers this past month.
- She stated that the front door locks were changed this past month.
- Hill drafted FAQ brochure on building renovation for Board review and comment.
- On August 18, a blast message was sent from ComEd about a potential power outage in the afternoon. Hill contacted ComEd the following day to ensure the call was valid. The Emergency Response Plan will be revised to reflect changes in how to manage this type of situation.
- Hill noted later that the attorney for the Archdiocese of Joliet contacted the library's attorney. The library's attorney has drafted a contract for the parking lot swap. The Building Committee will review components of the agreement at their meeting.

LINC:

- Carol attended the SWAN board meeting on August 17, 2016. The SWAN board determined not to charge the LINC libraries an impact fee for joining SWAN.
- Carol Dawe of LINC attended the Library Board meeting of the St. Charles library. Trustees are still discussing options between being a stand-alone and joining SWAN.

Staff

- Paula Marchese has accepted a promotion to Circulation/Outreach Assistant. Nicole Wagner has accepted a promotion to Public Services Assistant in Youth Services. We currently have a page position, circulation/outreach position, and a librarian position open (all part-time).
- Staff in-service day went well. Hill reported that over 30 staff members received first aid training and everyone viewed the film "Most Likely to Succeed" which had been featured at a District 45 strategic planning event. Since there were some technical difficulties with the film/DVD, the firm indicated that it would refund our money. The film was available through their website.
- Hill provided a building update at the Staff In-Service Day on August 12.
- Hill will go over revised Job Descriptions with Department Heads at their meeting tomorrow.

Friends:

- Friends had their fund raiser at Potbelly on Thursday, August 18. They have been helping out at the Movies in the Park on Monday evenings.
- Their play casting call is scheduled for Monday, August 29.

Services:

- Hill reported that the next issue of the Resource will be in households soon.
- The finale concert for the Summer Reading Program on August 4 conflicted with a concert put on by the Village. Discussion ensued about planning the finale next year and ways to manage schedule conflicts.

- Hill noted that the library may not be at Jefferson Middle School next summer and will either find another venue or will do a storytime for the day-campers.

Grants:

- Hill reported that the per capita grant application is due in January 2017.
- Hill is looking into the Live and Learn construction grant and a Ford grant.

Unfinished Business: None was discussed.

New Business:

Board Vacancy: Matt Matkowski's resignation from the Board necessitates an interim Board member to fill the vacancy until the April 2017 Board elections. This vacancy will be posted and a press release sent. Letters of application should be received at the library by September 23. Interviews for applicants to fill the Board vacancy will be conducted on September 28 and, if necessary, on October 1. The Board was given a set of Board Vacancy Interview Questions to review. It was noted that the date on the last question must be changed.

Approval of Revised/Updated Emergency Response Plan: Hill discussed revisions to the Power Outage section of the Emergency Response Plan, including closing the library at the discretion of the Library Director. Hill noted that the Board can access the Emergency Response Plan through the library's web site. Hill will email the link to the Board members. McCleary moved to approve the Emergency Response Plan as revised. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of Resolution to submit claim for unclaimed property from the State of Illinois (\$15.01): McCleary moved to approve the Resolution to submit a claim for unclaimed property from the State of Illinois. 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.

Approval of Policy 210: Trustee By-Laws: McCleary moved to approve Policy 210: Trustee By-Laws. Hippensteel seconded the motion. The motion carried on voice vote. All changes indicated on the policy were made by the attorney, not by the Policy Committee. Board members pointed out revisions that need to be made to the policy. The starting time on page 2 needs to be changed to 7:00 p.m. The COW meeting time should be changed to "as needed" on page 5-6. The Finance Committee and Building Committee are no longer under the COW committee, so these descriptions should be moved. Hubbard noted that Order of Business no longer includes Incident Reports, the Assistant Director's Report, and the LINC Representative Report. Discussion ensued on one revision of the by-laws: "subject to approval of the Library Board" on page 8. Hippensteel suggested revising it with "following the due process outlined in Policy 415." The Board determined to table the bylaws to the next meeting. Hill will revise the policy per Board directions and bring it to the next Board meeting for approval.

Executive Session: None.

Department Reports: Hill reviewed the September 2016 calendar and noted that the Friends will hold the Barnes & Noble fundraiser again in December. Circulation statistics have increased this month. The Readathon will be held on September 17. The next Trivia Night is September 20.

Planning of Future Meetings: The Building Committee will meet on August 25. The next Community Open House is September 21. The next COW meeting is October 1. The next Board meeting is September 28. Discussion ensued on rescheduling the Staff and Volunteer Recognition event to an evening when the library is already closed rather than having a special closing.

Around the Table:

Geyer-Ross: She is celebrating a special birthday this weekend by doing the Great Escape with friends.

Hensley: She is leaving for Arizona.

McCleary: He had cataract surgery. He will do his annual apple-picking in September and is going on a wine field trip to Indiana.

Adjournment: McCleary moved to adjourn. Geyer-Ross 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 8:31 p.m.

Respectfully submitted,

Meg Rose
Recording Secretary