

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 28, 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, Pat Hubbard, Mark McCleary.

**Trustees Absent:** Lydia Hodges.

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

**Introduction of Visitors:** Michelle Hoffmann, Circ/Outreach Associate, Erin Sordo, Lauterbach and Amen.

**Public Participation:** None.

**Readathon Update:** Michelle Hoffmann reported the Readathon event went very well. There were 26 readers and the Readathon total donations were \$4,738.83 which exceeded the goal. The Board commended Hoffmann for all her work on the Readathon.

[Hubbard appointed Tammy Hensley to be Secretary Pro Tem in Hodges absence.]

**Audit Update:** Hubbard introduced Erin Sordo from Lauterbach & Amen. Sordo reviewed the FY2015/16 Annual Financial Report and Management Letter with the Library Board.

**Approval of the Minutes of the 08/24/2016, Regular Meeting:** McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 01/30/2016 Special Meeting:** McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported that she met with Hill on 9/21/16 and they discussed the Diocese contract and the Stairway Project. She said she met with Hill again on 9/28/16 and they talked about the contract with the Diocese again. Hubbard also mentioned that the Library Board will need to have a presentation to the Village Board in early November.

**Committee Reports:** Hubbard reported that there was a Building Committee meeting to discuss a problem with the Stairway Project and possible issues with the property swap.

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

**Approval of bills/check register for September 2016 (FY 2016-2017) in the amount of \$101,315.01:**

McCleary moved to approve the check register for September 2016 in the amount of \$101,315.01. Hippensteel seconded the motion. Hill responded to a question about the annual insurance payment to Utica this month. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Financial Reports:** Hill reported that the Library received our second tax distributions in September.

**RAILS News:** Hill reported RAILS received their State Grant. Hill said she did a State Library Webinar for construction grants.

**Legislative Update:** None.

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

- Blaze fundraiser raised \$60.
- Upcoming murder mystery play will be November 4 through November 6.
- Barnes and Noble fundraiser will be Dec. 11.
- Total of 22 members.
- There is a need for more Friends members.

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

**Correspondence:** The Board reviewed a Library patron survey complaint.

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

**Library Director's Report:**

**Board Information:**

- Next building project public meeting is scheduled for October 27 at 9 a.m.
- Hill discussed the staff/volunteer recognition event with the Board President and recommended we proceed as planned this year. We booked the room at Allegra but had researched possibly going to Caseys. The cost at Allegra was much better. The event is scheduled for October 13 with the Library closing at 5 p.m. Department Heads and Hill discussed and would recommend next year moving forward with a combined Recognition and Holiday dinner on a Friday evening in December.
- Hill discussed the tax levy with the Finance Director and confirmed with him our request for 4% was reasonable. As we know this amount will be reduced with the tax cap but it allows the Library Board to capture any dollars from annexations, TIF closings, etc.
- The library's new web site should be rolled out by the Board meeting. I will ask Dan Criscione to attend the October meeting to report.

**Building(s):**

- Horn Steel has installed the riser inserts for the stairs. They are fabricating the inserts for the bars and will contact us when they are ready to be installed. Michael has removed the carpeting and the majority of the carpet "glue". The rubber treads have been cut and dryfitted. We are working with Graham Harwood and Andy Dogan on some additional questions for the installation of the stair treads.
- Hill met with Andy Dogan and Graham Harwood to discuss the Live and Learn Construction Grant opportunity. It appears we will focus on the concrete fascia panel repair... here is Andy Dogan's proposal for services—Hill would like to move forward on applying for this grant with the Board's permission.... "For L&L grant assistance we would propose to assist by providing drawing and narrative materials necessary to complete the grant application as well as attending one grant hearing with VPPL to present the grant application and answer any questions via video conference. We would propose compensation for these services to be on an hourly basis as needed, not to exceed \$1,500.00." It was the consensus of the Board that it was okay to proceed.
- The Library will be renewing the lease with the tenant and moving to a month to month lease. The tenant has gotten a transfer and will be moving out sometime in December. Once he has moved, we will contact the attorney to have that piece of property become tax exempt.

**Kiwanis:**

- Peanut days in Villa Park are September 30 and October 1. The installation dinner will be October 5th. Hill will be president again this year.

**LINC/SWAN:**

- The Resolution and IGA to join SWAN are presented to the Library Board for their approval. Batavia, Glen Ellyn, and Geneva's library boards have approved joining SWAN.
- Hill attended the LINC Tech Services Task Force meeting on Thursday, Sept. 22. It was a good meeting with the catalogers identifying issues we need to put on our radar as we move forward in migrating data to SWAN. This will not be a perfect process and everyone needs to keep in mind that SWAN has been on SIRSI for only one year. The LINC libraries and LINC practices bring a lot of experience to this endeavor.

**Staff:**

- The Library currently have a page position and a librarian position open (both part-time).
- The Library did receive a refund for the film we used at the staff in-service day.

**Friends:**

- Friends had their fund raiser at Chipotle on September 19. They made approximately \$56.
- Michelle Hoffmann provided an update on the Readathon.
- The mystery play has been cast and rehearsals have begun. There had been some discussion on moving the play to another location.

**Services:**

- Hill has asked staff to explore the Dollar General Literacy Grant opportunity.

**Strategic Plan Update:** None.

**Other:**

- Hubbard and Hodges are signed up for ILA.
- Hill said that Board packets for anyone running for the Board are available at City Hall.
- Hill mentioned that Library is exploring getting a large format printer.
- Hill presented a draft of the FAQ's for the Building Project. The Board reviewed the draft and discussion ensued.

**Unfinished Business:**

*Discussion of building needs:* None.

*Stairway Project:* Hill reported that rail inserts were put in today.

**Approval of Policy 210: Trustee By-Laws:** Trustee By-Laws are scheduled for review every three years. McCleary moved to approve Policy 210: Trustee By-Laws. Hippensteel seconded the motion. The motion carried on voice vote.

**New Business:**

**FY2015/2016 Audit Review and Approval:** McCleary moved to approve the FY2015/16 Annual Financial Report. Hippensteel seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Library Trustee Vacancy (Discussion):** A letter was received from one candidate and the candidate will be interviewed by the Board at a Special Meeting on Saturday, October 1, 2016.

**Resolution honoring former Library Board Trustee, Matt Matkowski, for years of service as a Library Board member:** McCleary moved the resolution honoring Matt Matkowski be approved. Hippensteel seconded the motion. The motion carried on voice vote.

**Resolution providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN (System Wide Automation Network):** McCleary moved the resolution providing for the Execution of an Intergovernmental Agreement Authorizing Membership in SWAN be approved. Hensley seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Resolution setting forth financial requirements of the Villa Park Public Library for the Fiscal Year Beginning May 1, 2017 and ending April 30, 2018:** McCleary moved the resolution setting forth financial requirements of the Villa Park Public Library for the Fiscal Year Beginning May 1, 2017 and ending April 30, 2018 be approved. Geyer-Ross seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Revisions to the Wage and Salary Chart:** Staff would ask the Library Board to approve revisions to the wage and salary chart. These revisions include increasing the minimum, midpoint, and maximum wage for Grade 1 and Grade 2 positions. McCleary moved the revisions to the Wage and Salary Chart be approved. Hippensteel seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

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

**Department Reports:** Hill said that circulation is up and collections are going up a little bit.

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

**Planning of Future Meetings:** Hubbard mentioned the Staff Recognition Dinner would be held on October 13, 2016. Hubbard noted the next Board meeting would be rescheduled for Monday, October 24, 2016 at 7:00 p.m., a Special Meeting is scheduled for Saturday, October 1, 2016 at 9:00 a.m., the next Open House will be October 27, 2016. Hubbard indicated she and Hensley would attend the October 17, 2016 Citizens Committee meeting.

**Around the Table:** Hubbard stated that she is going to Nashville and going to the Grand Ole Opry.

**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 9:06 p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary