

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of the Special Meeting
November 7, 2016**

Call to Order: President Hubbard called the special 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, Dianne Luebker, Mark McCleary.

Trustees Absent: None.

Others: Sandra Hill, Library Director.

Introduction of Visitors: Graham Harwood from CCS International.

Public Participation: None.

Approval of the Minutes of the 10/24/2016, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported on the Open House on 10/27/16, seven attended and there was positive feedback. She passed around the last issue of the Villa Park Review.

RAILS News: None.

Legislative Update: None.

Library Director's Report: None.

Unfinished Business:

Stairway Project: Hill report that the project was completed and that she emailed the architect a question on whether we can find something to wrap around the railing supports. Hill indicated the architect and the village need to review the completed work.

New Business:

Discussion of Building Project Plan: Renovation and Addition. Project plan includes information on project and design, pro forma budget, schedule, and plan of finance: The Board reviewed the project plan. The plan of finance was incorporated into the document.

Resolution approving plans for, and estimating costs of remodeling, improving and building an addition to the existing library building, furnishing equipment and acquiring library materials such as books, periodicals, films and recordings and electronic data and storage facilities therefor, paying expenses incidental thereto, and determining the financing thereof (Resolution 20161107): McCleary moved the resolution approving plans for, and estimating costs of remodeling, improving and building an addition to the existing library building, furnishing equipment and acquiring library materials such as books, periodicals, films and recordings and electronic data and storage facilities therefor, paying expenses incidental thereto, and determining the financing thereof (Resolution 20161107) be approved. Hippensteel seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Approval of policy revisions to the following policies: 190 Hours of Operation, 411 Classifications, 411.1 FLSA Exemptions, 417 Hours of Work, 419.1 Severance Pay, 421 Overtime Payment, 426 Meal Periods, 431 Paychecks, 450 Sick Leave, 455 Health Care Benefits, 456 Life Insurance, 458 Deferred Investment Plan, 470 Vacations, 472 Holidays, 474 Personal Days:

McCleary moved revisions to current Policy 190, Hours of Operation be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Hippensteel moved revisions to current Policy 411, Classifications be approved. McCleary seconded the motion. The motion carried on voice vote.

Hippensteel moved revisions to current Policy 411.1, FLSA Exemptions be approved. McCleary seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 417, Hours of Work be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved to remove existing Policy 419.1, Severance Pay be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 421, Overtime Payment be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 426, Meal Periods be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 431, Paychecks be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 450, Sick Leave be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 455, Health Care Benefits be approved as revised. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 456, Life Insurance be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 458, Deferred Investment Plan be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 470, Vacations be approved as revised. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 472, Holidays be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved revisions to current Policy 474, Personal Days be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Planning of Future Meetings: Hubbard noted the next Board meeting dates will be November 21, 2016 and December 28, 2016.

Around the Table: Hodges mentioned that tomorrow is Election Day. Hubbard said she is going to San Antonio for a few days. Luebker mentioned that the mystery play finished and that approximately \$1,700 in revenue was generated for the Friends. She also indicated the Friends fundraiser at Barnes and Noble will be held on December 11th. McCleary mentioned that the Cubs won the World Series.

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 8:01 p.m.

Respectfully submitted,

Sandra D. Hill
Recording Secretary