

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 21, 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, Dianne Luebker, Mark McCleary.

Trustees Absent: None.

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

Introduction of Visitors: Andy Dogan from Williams Architects, Graham Harwood from CCS International, Dan Criscione, Virtual Services Librarian.

Public Participation: None.

Approval of the Minutes of the 11/07/2016, Special Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Report of the Board President: None.

Committee Reports: Hill asked to set up a Finance Committee meeting in January 2017 and a Policy Committee meeting in December 2016.

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

Approval of bills/check register for November 2016 (FY 2016-2017) in the amount of \$117,720.72:

McCleary moved to approve the check register for November 2016 in the amount of \$117,720.72. Hippensteel seconded the motion. Hill noted the following: Newsbank is an annual subscription; Wm Horn Steel was for the stairway project; and Ebsco is for periodical subscriptions. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: None.

RAILS News: Hodges reported RAILS is looking for input on their website, they are asking everyone to go to the website by the end of the month and take a 5 minute survey. She noted that the Addison Public Library has become a fines free library. She provided a handout to the Board called "Intersections – Serving the Older Adult Community".

Legislative Update: Hubbard reported the election results for the area.

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

- Community Days – sold 23 booklets.
- There are currently 14 members.
- The play was good, but they said they will need more volunteers next year.
- Barnes and Noble fundraiser is Dec. 11th.
- The Library asked the Friends for \$1,000 for future programs.

Report of Gifts and Programs Sponsorships: None.

Correspondence: The Board reviewed correspondence from the following:

- Letter from Finance Director of Village of Villa Park.

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

Library Director's Report:

Board Information:

- Hill reviewed information for the newsletter with the Board and asked the Board if the information was okay with them. It was the consensus of the Board that the information for the newsletter was okay.
- Raul Gaston from Jefferson Middle School invited Hill over to meet with Senator Tom Cullerton and some school/community representatives on Monday, 11/14/16.
- Hill has started reading an ALA book on Alternate Sources of Revenue. Vending machine, meeting room rental to businesses, passport acceptance, business ads in newsletters, and on web sites are mentioned as revenue sources and are items we probably should consider.
- Based on the recommendations from our audit firm, Hill asked Brian LeFevre to review two documents regarding the special reserve fund. These should be ready for the December board meeting.
- Kandice Krettler and Hill had a conference call with John Chrastka from EveryLibrary. His organization can assist the Board with providing information to the community on the bond referendum. Mr. Chrastka is available to meet on December 6, December 7 and December 13. The Board determined to have a Special Board meeting on December 7.
- We are finalizing job descriptions. They will be presented at the December board meeting for approval.

Building(s):

- Nicor upgraded our gas pressure to 2 pounds for the building. We continue to have issues with the boilers. Acitelli is working on this.
- Admin staff continue to work on the Live and Learn Construction Grant for the replacement of the concrete fascia panel. Andy Dogan provided us with information which will assist with the grant.
- The tenant has moved out of the 219 property. Hill has asked the attorney to work on getting property classified as tax exempt.
- The attorney has not yet received the exchange documents from the Diocese.
- The closet doors in the Ohrman Room were removed and curtains hung instead. The doors were becoming a safety hazard.

Kiwanis:

- Great project one day @ HSP—put together 150 boxes of food for families in need.
- Hill gave an update on the Kiwanis Spaghetti Dinner.

LINC/SWAN:

- Hill attended a SWAN Board meeting on 10/24 at RAILS. There is continued discussion regarding an impact fee for SWAN membership. The SWAN membership vote the month of January on our membership—a 2/3rds vote is needed to join. The Technical Services Task Force will be working on cataloging concerns with the goal of facilitating the migration of data.

Staff:

- We currently have a Youth Services assistant position open (part-time).
- In the past 6 months, Administration has handled two subpoenas for personnel records. The attorney was consulted on both issues.
- Hill met with employees impacted by the FLSA legislation changes.

Friends:

- Barnes and Noble fundraiser is scheduled for December 11.
- Yankee Candle fundraiser is ongoing.
- Staff has worked on signing up the Friends for Amazon Smile which aids to their fundraising efforts. We would like to work with Carol Dawe at LINC on integrating this feature in the online catalog—Buy it Now would be an option in the online catalog. Can we proceed?
- We have started asking patrons for their emails for library and Friends electronic publications.

Services:

- Ongoing: Hill has asked staff to explore the Dollar General Literacy Grant opportunity—Lesley Cyrier is exploring an online product called Career Online High School which is available through the RAILS library system. Grant opens January 2017.
- The Resource will highlight income tax help services this winter/spring. Krettler worked with College of DuPage.
- Recycling: We have added Brita filters and pens/markers for recycling in the lobby. The Environmental Concerns Commission chair will handle delivery of these items for recycling.

Strategic Plan Update: None.**Other:**

- Hippensteel mentioned that there is a wake for Stan Kosek who was a former Board member.
- Hill asked if any Board member wanted to go to the Rotary Dinner on Thursday December 6th.
- Hill discussed the service model.
- Hill said she is looking at the elevator and cleaning contracts to try to reduce costs.
- Hill noted the Board had received a copy of the Edge Assessment and Policy 415 Open Door Communication/Problem Solving Procedure in their packet.
- Dan Criscione spoke about his draft of Core Competencies. He said he is thinking of making videos and hopefully will have classroom time with staff to review them. Also, he handed out information about the new website and reviewed the website with the Board, noting the following: all new branding was added, streamlined navigation and several links were placed at the bottom of the page. He stated goals to increase page views, social media and maintaining fresh content.

Unfinished Business:

Stairway Project: Hill reported Michael McMahon has a small amount of work left to do on the landing. Andy Dogan said the bracket on the railing needs to be looked into. Hill said we passed the village inspection.

New Business:

Library Board Meeting Schedule 2017: McCleary moved the Library Board Meeting Schedule 2017 be approved as revised. Hippensteel seconded the motion. The November 2017 meeting date was set for Wednesday November 29, 2017 and the December 2017 meeting date was set for Wednesday December 27, 2017. The motion carried on voice vote.

Library Closings 2017: McCleary moved the Library Closings 2017 be approved as revised. Hippensteel seconded the motion. Hill mentioned that next year the staff would like to combine the staff recognition dinner and the holiday party in December. Also, the Solution Squad will determine a date for the Staff In-Service day in August and Hill will let the Board know the date at the December board meeting. The motion carried on voice vote.

Disposal of Library Furniture and Equipment:

Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of 1 printer, 2 monitors, 2 audiocassette players, 1 microwave, 2 game systems. McCleary moved to approve the disposal of obsolete and/or damaged equipment. 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.

Review of Chapter 6, “Access,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries*: The Board reviewed the memo regarding Chapter 6, “Access,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries* and the areas in which the Library needs to improve.

Review of Per Capita Grant Application: Hill reviewed the Per Capita Grant Application with the Board. She said it will be on the agenda for approval next month.

Department Reports: Hill stated that Fiction DVD numbers are up in Circ. and she reviewed the new Public Services report.

Executive Session (Employment/Personnel Matters): McCleary moved to go into Executive Session to discuss employment/personnel matters. 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. The Board went into Executive Session at 8:26 p.m.

McCleary moved to exit Executive Session. 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. The Board exited Executive Session at 8:47 p.m.

Actions, if needed, after Executive Session: The Board directed Hill to have Department Heads review Policy 415 Open Door Communication/Problem Solving Procedure with their staff.

Planning of Future Meetings: Hubbard noted the next Board meeting will be December 28, 2016 and a Special meeting will be December 7, 2016. The next C.O.W. meeting will be January 28, 2017 at 9:00 a.m.

Around the Table: Luebker said she completed her economic statement as an appointee to the Board.

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 8:52 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary