

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES

Regular Meeting

Location: Villa Park Public Library (Conference Room)

Agenda

December 28, 2016 @ 7:00 p.m.

Roll Call and Establishment of Quorum

Introduction of Visitors

CCS, Graham Harwood / Williams Architects, Andy Dogan

Public Participation

Approval of the Minutes of the November 21, 2016 Regular Board Meeting<V>

Approval of the Minutes of the December 5, 2016 Special Meeting<V>

Approval of the Minutes of the December 7, 2016 Special Meeting<V>

Approval of the Minutes of the December 19, 2016 Special Meeting<V>

Report of the Board President

Committee Reports

Treasurer's Report

Approval of bills/check register for December 2016 <R>\$76,791.39

Financial Reports

RAILS News / Legislative Update

Report of the Friends of the Library Liaison

Report of Gifts and Programs Sponsorships

Correspondence / Letters to Departing Staff Members & Thank You Letters

Library Director's Written Report

Unfinished Business:

- Approval of the Per Capita Grant Application <V>

New Business

- Removal of Policy 478, Expense Reimbursement <V>
- Approval of Resolution #20170101: Regulating Reimbursement of Travel, Meal and Lodging Expenses <R> Includes Exhibit A which outlines permitted expenses and Exhibit B, Reimbursement Request Form.
- Approval of revisions to Policy 316, Fund Balance Policy <V>
- Approval of Resolution #20161228: Special Reserve Fund Plan <R> Sikich, the Library's accounting firm, reviewed the Resolution and would recommend approval of Special Reserve Fund Plan.
- Approval of revisions to Policy 530.3, Exam Proctoring <V>
- Library Closing for Annual Staff In-service Day <V> Library Staff would ask the Board to close on Friday, August 11 for the annual in-service day.
- Approval of Revised Organizational Chart <V>
- Approval of Job Descriptions: Head of Circulation/Outreach Services, Outreach and School Liaison Librarian, Circulation/Outreach Associate, Circulation/Outreach Assistant, Page, Head of Material Services, Materials Services Librarian, Materials Services Associate, Material Services Assistant, Acquisitions Assistant, Processing Clerk, Head of Public Services, Adult Services Manager, Youth Services Manager, Public Services Librarian, Virtual Services Librarian, Public Services Associate, Public Services Assistant, Maintenance Services Manager, Maintenance Services Assistant. <V>

Planning of Future Meetings

Around the Table

Adjournment <V>

<V> = Voice Vote <R> = Roll Call Vote

The Villa Park Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Library Administrator at (630) 834-1164 promptly to allow the Library to make reasonable accommodations for those persons.