

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 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: Dan Hippensteel, Lydia Hodges, Pat Hubbard, Dianne Luebker, Mark McCleary.

Trustees Absent: Michelle Geyer-Ross, Tammy Hensley.

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

Introduction of Visitors: None.

Public Participation: None.

Approval of the Minutes of the 11/21/2016, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 12/05/2016 Special Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 12/07/2016 Special Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 12/19/2016 Special Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Report of the Board President: None.

Committee Reports: None.

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

Approval of bills/check register for December 2016 (FY 2016-2017) in the amount of \$76,791.39: McCleary moved to approve the check register for December 2016 in the amount of \$76,791.39. Luebker seconded the motion. Hill noted that the check for Acitelli Heating was for maintenance agreement and for the work done to increase the gas pressure to the building. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill stated there should be one more tax distribution at the end of December.

RAILS News: Hodges reported RAILS is calling for programs for the next conference, there are new multi-type collaborative grants and the Live and Learn Construction Grant deadline is January 13th. The ILA legislative meetup sessions are scheduled for February 13.

Legislative Update: Hubbard reported the ILA Trustee Workshop is Saturday February 18, 2017 at the Marriott Oak Brook.

Report of the Friends of the Library Liaison: Luebker reported the following:

- The Barnes and Noble Fundraiser was held December 11th.
- The Friends meeting on the 2nd Wednesday in January will feature Words with Friends.

Report of Gifts and Programs Sponsorships: Hill noted there were four donations and one adopt-a-magazine subscription.

Correspondence: The Board reviewed correspondence from the following:

- Chamber Recognition Dinner Flyer
- Two “How Are We Doing” surveys
- Christmas card from the Kodanko’s
- Klein Thorpe Jenkins Letter: 2017 Public Library Calendars
- DuPage Foundation Letter

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

Library Director’s Report:

Board Information:

- Fund raising: Hill asked the Friends of the Library to consider sponsoring a vending machine and to consider a book sale event this spring.
- Brian LeFevre from Sikich has reviewed the two documents relating to the special reserve fund on tonight’s agenda.
- Some job descriptions are included in tonight’s board packet for board approval.
- Hill has a revised organizational chart that she would ask the Library board to approve as well.
- Administration staff handled a FOIA request related to vendor information.
- Review of procedures and timeframe for the Library Board is needed for this next year.

Building(s):

- Admin staff continue to work on the Live and Learn Construction Grant for the replacement of the concrete fascia panel. We received the letter from the Illinois Historic Preservation Agency which needs to be included with the grant. We will be meeting with Andy Dogan and Graham Harwood sometime during the week of December 26.
- The paralegal at the attorney’s firm is working on having the 219 property listed as tax exempt.
- As a member of the Grow Healthy Villa Park Coalition, we received a commercial cooler from the TriTown YMCA for use with our summer lunch program.
- The Grow Healthy Villa Park Coalition is also looking to add raised garden beds at St Paul Lutheran’s church. Hill met with Frank Wawrzyniak from the Garden Club of Villa Park to discuss garden beds on the south side of the library and he indicated the alcove areas would be perfect for vertical garden beds. With the Board’ approval, we would hope to get a grant from Home Depot to have this work done.

Kiwanis:

- Spaghetti Dinner Update: High View Restaurant supplied the spaghetti.
- Salvation Army Bell Ringing was held on December 3rd. Hill completed the first shift and then manned the wrapping table at Barnes and Noble until 4 p.m. (Kandice Krettlr helped us out from 2-4 pm.)
- Hill attended the Division 9 meeting held at Elmhurst Public Library on December 10 at 9 a.m.

Rotary:

- Hill attended the Christmas Dinner and Auction.
- The Club visited Jackson Middle School on 12/20.

LINC/SWAN

- The SWAN membership will be determining whether we join SWAN during the month of January. Electronic voting continues until January 27.

Staff:

- The Library has filled our part time positions. Juli Kennelly is our new YS assistant.
- The Library staff has had a second Solution Squad meeting. We would request board approval to close Friday, August 11 for our annual staff in-service day. Topics we are exploring for continuing education are copyright issues, building security, core competencies, database education.
- The Library staff held a collection development meeting on December 14. We will have a meeting every other month to discuss collection ideas, review trends, and make suggested revisions to the Collection Development Plan.

Friends:

- Barnes and Noble fundraiser went fairly well. We will have to wait another week or two to find out how much was raised.
- Yankee Candle fundraiser was successful with \$263 garnered in revenue.
- Amazon Smile has been implemented for the Friends of the Villa Park Library. We have started to discuss “Buy It Now” feature with Carol Dawe.
- We have started receiving emails from patrons for library and friends electronic publications. We will be using MailChimp as an email service for this work.

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.
- Staff met with Deb Baaske, Member Engagement Manager, on Friday, December 16.
- Krettler is exploring a RAILS Collaborative Grant opportunity.
- The Resource made it into homes on December 16.

Strategic Plan Update: None.

Other:

- Hill said that she and Ruth Ebbinghaus will attend the Spelling Bee sponsored by the Islamic Foundation.
- Hill reported the land exchange agreement has been finalized.

Unfinished Business:

Approval of the Per Capita Grant Application: McCleary moved the Per Capita Grant Application be approved as revised. Hippensteel seconded the motion. The motion carried on voice vote.

New Business:

Removal of Policy 478, Expense Reimbursement: McCleary moved the removal existing Policy 478, Expense Reimbursement be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of Resolution #20170101: Regulating Reimbursement of Travel, Meal and Lodging Expenses. (Includes Exhibit A which outlines permitted expenses and Exhibit B, Reimbursement Request Form):

McCleary moved Resolution #20170101: Regulating Reimbursement of Travel, Meal and Lodging Expenses 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.

Approval of revisions to Policy 316, Fund Balance Policy: McCleary moved revisions to current Policy 316, Fund Balance Policy be approved. Hippensteel seconded the motion. Hubbard retracted the motion and Hill said the revised Policy 316 will be presented at the next Board meeting.

Approval of Resolution #20161228: Special Reserve Fund Plan. (Sikich, the Library's accounting firm, reviewed the Resolution and would recommend approval of Special Reserve Fund Plan.): McCleary moved Resolution #20161228: Special Reserve Fund Plan be approved. Hippensteel seconded the motion. After some discussion, a Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Approval of revisions to Policy 530.3, Exam Proctoring: McCleary moved revisions to current Policy 530.3, Exam Proctoring be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Library Closing for Annual Staff In-service Day. Library Staff would ask the Board to close on Friday, August 11 for the annual in-service day: McCleary moved the Library closing for annual Staff In-service Day on Friday August 11 be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of Revised Organizational Chart: McCleary moved the Revised Organizational Chart be approved. Luebker seconded the motion. The motion carried on voice vote.

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: McCleary moved the job descriptions for 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 be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Department Reports: Hill reported that circulation was down a little bit this past month and noted the revised Adult Services report was well done.

January 2017 Calendar: Hill reviewed the Library calendar for January 2017.

Planning of Future Meetings: Hubbard noted the next Board meeting would be January 25, 2017. The next Library Community Engagement meeting is scheduled for January 16, 2017 and the next C.O.W. meeting is January 28, 2017.

Around the Table: Hubbard wished everyone a Happy New Year.

Adjournment: Luebker 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 8:24 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary