

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
January 25, 2017**

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, Mark McCleary.

Trustees Absent: Dianne Luebker.

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

Introduction of Visitors: Jeff Sand, Automation Services Coordinator, Steve De La Rosa.

Public Participation: None.

Approval of the Minutes of the 12/28/2016, Regular Meeting: McCleary moved the minutes be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 11/21/2016 Executive Session 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 and Hill brought Hubbard up to date.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for January 2017 and all was in order.

Approval of bills/check register for January 2017 (FY 2016-2017) in the amount of \$57,763.60: McCleary moved to approve the check register for January 2017 in the amount of \$57,763.60. Hippensteel seconded the motion. Hill noted that the check for Movie Licensing Inc. is for a multi-year contract for four years resulting in a savings of \$512. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill stated the last tax distribution was received.

RAILS News: Hodges reported that the RAILS Board has a vacant seat they are trying to fill for the term ending 6/30/18 and the nomination form is on their website. RAILS would like all RAIL libraries to complete the Traffic Survey and Annual Online Library Certification. There is a "Librarians vs. Fake News" seminar on 1/31/17 at the Gail Borden Library. The ILA legislative meetup session for Villa Park Public Library is scheduled for February 13, 2017 from 11:30 a.m. to 2:30 p.m.

Legislative Update: Hodges mentioned that the Governor's "State of the State" address was today.

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

- Treasurer's Report - \$14,545 (Yankee Candle fundraiser: \$300, Barnes and Noble fundraiser: \$629, Giving Tree: 36 items – 16 books and 20 toys).
- The Library would like the Friends to sponsor movies in Cortesi Park.
- Change to Bylaws for the officers terms.
- Geyer-Ross said the Friends are doing an awesome job.

Report of Gifts and Programs Sponsorships: Hill noted there were three donations this month in memory of former Library Trustee Stan Kosek.

Correspondence: The Board reviewed correspondence from the following:

- Klein, Thorpe, and Jenkins LTD
- IL Secretary of State and the IL Statute for the Local Government Travel Expense Act

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

Library Director's Report:

Board Information:

- The Library will be asking the Friends to consider scheduling the book sale for May. This will give us a chance to publicize the event.
- The Library working on a special issue of the Resource to be delivered to Villa Park households during the week of March 27th.
- Hill is working on revamping the PowerPoint presentation (needs to be shortened) and the schedule for presentations for the building project.
- Budget FY17/18 draft needs to be discussed at the C.O.W. meeting on 1/28/17.

Building(s):

- The Library submitted the Live and Learn Construction Grant and the Per Capita Grant.
- 219 Property: We have several items in the house which we will no longer need: dishwasher, washer/dryer, etc. The Board discussed the current assets at the 219 Property and the Board directed Hill to start the disposal process.

Kiwanis:

- Bowlathon is scheduled for February 4. It is our annual fundraiser for the Spastic Paralysis Foundation. Hill will be on a team with Dan Criscione this year.

Rotary:

- Kandice Krettler and Hill have been attending the Rotary Lunch meetings.

LINC/SWAN

- SWAN membership determined to accept LINC membership into the consortium. Migration begins in 2018.
- Last LINC board meeting was cancelled due to a funeral which Carol Dawe needed to attend.
- Hubbard asked how long the process to close LINC will take and Hill explained the process and said the each library will receive a portion of the LINC reserves when it dissolves.

Staff

- Nicole Wagner, PS Assistant in YS, has resigned to take a position at the Westmont Library.

Friends:

- Barnes and Noble fundraiser raised \$455 via sales and approximately \$180 in gift wrapping tips.
- Administration will be assisting the Friends with reporting.

Services:

- Krettler met with librarian at Jefferson to discuss the RAILS Collaborative Grant opportunity.

- Hill and Krettler will be meeting with Tony Palmisano the Superintendent from Dist. 45 to discuss Grant opportunity.

Strategic Plan Update: None.

Other:

- Hill said the Library will host the Northern Illinois Food Bank Lunch Program on Mondays, Wednesdays, and Fridays this summer.
- Hill mentioned that the donation of the cooler from Tri Town YMCA was received.
- Hubbard asked for a definite date of when DuPage County sends out the Statement of Economic Interest and Hill said she will have Administrative staff inquire with the County.

Unfinished Business:

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. Discussion ensued. The motion carried on voice vote.

New Business:

Approval of Library Technology Plan, 2017-2020:

Jeff Sand reviewed the 2017-2020 Technology Plan highlighting new items in the plan based on the Library becoming a member of Swan next year. Sand also highlighted anticipated technology expenditures needed for the next three years of the plan.

McCleary moved the Library Technology Plan, 2017-2020 be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 568, Patron Conduct. (Staff asked the Library attorney to review and provide updates for the existing policy): McCleary moved revisions to current Policy 568, Patron Conduct be approved. Geyer-Ross seconded the motion. Discussion ensued. The motion carried on voice vote.

Executive Session (Semi-Annual Review of Executive Session Minutes): McCleary moved to go into Executive Session to discuss the semi-annual review of Executive Session minutes. Hippensteel seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried. The Board went into Executive Session at 8:10 p.m.

McCleary moved to exit Executive Session. Hippensteel seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried. The Board exited Executive Session at 8:13 p.m.

Actions, if needed, after Executive Session: McCleary moved to release Executive Session minutes for June 25, 2014; April 30, 2016; May 25, 2016; and June 22, 2016. Hippensteel seconded the motion. The motion carried on voice vote.

Department Reports: None.

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

Planning of Future Meetings: Hubbard noted the next Board meeting will be February 22, 2017. The next C.O.W. meeting is January 28, 2017 and the next Library Community Engagement meetings are scheduled for February 8, 2017, March 9, 2017 and March 18, 2017.

Around the Table:

Geyer-Ross said her son went to Brazil. Hippensteel is going to with his daughter to visit Winona State. Hodges said her son got engaged and she became a great aunt. Hubbard just got back from vacation in Southern California where she saw the Joshua trees in the Mojave Desert. McCleary wished everyone a Happy Valentine's Day.

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 8:25 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary