

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
March 22, 2017**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 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 Williams Architects, Graham Harwood from CCS International, Steve De La Rosa.

Public Participation: None.

Approval of the Minutes of the 02/22/2017, 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 she spoke with Hill about the Board agenda and the Live and Learn Construction Grant. Hubbard, Hill and Krettler had a telephone conference with John Chrastka.

Committee Reports: None.

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

Approval of bills/check register for March 2017 (FY 2016-2017) in the amount of \$64,513.09: McCleary moved to approve the check register for March 2017 in the amount of \$64,513.09. 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.

Financial Reports: Hill reviewed the PMA investment monthly report.

RAILS News: Hodges reported RAILS is still looking for three seats for their Board for the July 2017 to July 2020 term. Dr. Julie Todaro will present a workshop on the best practices of learning for libraries. A new event is the "Director's University" for first time Director's on 6/5/17 to 6/8/17. There will be a Notary Public workshop at Roselle Library in May. RAILS is offering a four week on-line course "Grant Writing for Library: Strategies for Success". A workshop is being offered "Legal Issues for Supervisors". The ILA conference is in Tinley Park this year from 10/10/17 to 10/12/17 and the theme is "Rise Up". RAILS offers an "Intellectual Freedom Survey" and they also have a RAILS member "Question of the Month".

Legislative Update: Hubbard stated there is no State budget yet. She also noted that Tom Cullerton will be at the Library tomorrow night 3/23/17.

[Luebker arrived at 7:16 p.m.]

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

- The Library asked the Friends for \$825 for Blu-ray DVD's.
- There will be some Dine In Dine Out events this summer.

- They talked about sponsorships for the Summer Reading Club kickoff . The theme of the Summer Reading Club this year is “Building a Better World”.

Report of Gifts and Programs Sponsorships: Hill noted there was one donation.

Correspondence: The Board reviewed correspondence from the following:

- IL State Library Grant Review.
- RAILS Grant Letter.
- Four Patron Surveys.

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

Library Director’s Report:

Board Information:

- Hill asked the Finance Director to recut a check from the Village to the Library for PPRT dollars.
- Community Engagement Meetings were held on 3/9 and 3/18.
- Special issue of the Resource should be in homes the week of March 27.
- A number of individuals received an anonymous letter. The Board President and I discussed it and met with the police chief as well.
- Hill included an agreement with Williams Architects as part of her report. If we receive the Live and Learn construction grant, we would anticipate moving on the fascia panel replacement.

Building(s):

- The Library’s Live and Learn Construction Grant application received the top ranking for grants in that category. We hope to hear good news soon.

Kiwanis:

- Vidalia Onions! \$10 for 10 pounds.

LINC/SWAN:

- Attended the LINC Board of Directors Meeting. We are working with Ancel Glink on an employee agreement for Carol Dawe.
- Jeff Sand completed the IT survey for SWAN.

Staff:

- Jean Jansen and Sean Birmingham are interviewing for a part time YS assistant (Nicole Wagner’s replacement). I have asked them to hold off on hiring anyone until April 5.

Friends:

- The Friends will have their elections at their April 12th general meeting. They will be sponsoring the program that evening “Right Plan, Right Place” at 7 p.m.
- The Friends provided the library with a check for a large format printer and a new blu-ray collection.

Services:

- Kandice Krettler and Ruth Ebbinghaus received the \$2500 RAILS Collaborative Grant. They will work with North School on implementing the grant.

Strategic Plan Update: None.

Other:

- Hill mentioned that a policy needs to be created from the resolution in January for expense reimbursements.
- Evaluations were completed by Sean Birmingham, Kandice Krettler, and John Bradford.
- There are three more job descriptions for Director, Deputy Director and Public Relations Assistant to be completed.

Unfinished Business:

Resolution approving the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2017 and ending on April 30, 2018: McCleary moved to approve the resolution of adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2017 and ending on April 30, 2018. Geyer-Ross seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

New Business:***Approval of Business Manager and Assistant to the Director job descriptions:***

McCleary moved the job description for Business Manager be approved. Hippensteel seconded the motion. The motion carried on voice vote.

McCleary moved the job description for Assistant to the Director be approved. Hippensteel seconded the motion. The motion carried on voice vote.

Department Reports: Hill reported that circulation is down a little bit.

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

Planning of Future Meetings: Hubbard noted the next Board meeting will be April 26, 2017, she said she would not be at the meeting and that Hippensteel will chair the meeting. Hubbard reported that a Special Meeting will be held on April 17, 2017 at 7:00 p.m.

Around the Table: Hippensteel is going to Florida next week for vacation. Luebker said she won two trivia contests. McCleary showed some bowls he made out of wood.

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 8:10 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary