

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes of the Special Meeting  
April 17, 2017**

**Call to Order:** President Hubbard called the special meeting of the Villa Park Public Library Board of Trustees to order at 7:00 p.m.

**Trustees Present:** Michelle Geyer-Ross, Dan Hippensteel, Lydia Hodges, Pat Hubbard, Dianne Luebker, and Mark McCleary.

**Trustees Absent:** Tammy Hensley.

**Others Present:** Sandra Hill, Library Director.

**Introduction of Visitors:** None.

**Public Participation:** None.

**Report of the Board President:** Hubbard reported she met with Hill to discuss the agenda. In addition, Hubbard, Hill, and Graham Harwood met with the village manager and the finance director to start discussion of the bond issuance. Hubbard, Hill, and Harwood then met with Mark Bushhouse and Andy Dogan to address concerns with the building design process. Bushhouse and Dogan will be at the April 26, 2017 regular board meeting.

**Committee Reports:** None.

**Treasurer's Report:** None.

**RAILS News:** None.

**Legislative Update:** None.

**Library Director's Report:** Hill indicated the library's 90<sup>th</sup> anniversary will be in 2018. It was the consensus of the library board to participate in the Fourth of July parade.

**Unfinished Business:**

***Library Building Project:***

- ***Bonds:*** Hill, Delaney, and Turner met with the village manager, finance director, and bond firms to discuss timing of bond issuance.
- ***Properties:*** The title searches are underway. Hill reported the owner of the 215 S. Ardmore property had contacted her regarding concerns. The village manager indicated the fire department and homeland security could train at the 219 property. It was the consensus of the board to salvage as much as possible at the 219 property prior to any training.
- ***Furniture:*** The disposal list in next week's board packet will include items from the house and the main library building. We would like to proceed in getting rid of the furniture which had been donated by Bloomingdale Library as well as some of the pieces of the old reference desk which we are currently using for display and storage.
- ***Collections:*** The Collection Management Team met last week. There was discussion on weeding the collections, improving certain collections and reducing the amount of ordering of physical materials while the building was being renovated. It was the consensus of the board to move 15% of the physical materials budget to online materials for the next year.

- ***Live and Learn Construction Grant:*** Hill contacted the State Library regarding the contract. Mark Shaffer from the State Library indicated the contract was on its way. Bookkeeping for the grant needs to be tracked separately. However, this project will be incorporated into the renovation.

**New Business:** None.

**Executive Session (Personnel Matters: Evaluation of Library Director):** McCleary moved to go into Executive Session to discuss a personnel matter regarding the evaluation of the Library Director. Hippensteel seconded the motion. 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 7:50 p.m.

Hippensteel moved to exit Executive Session. Geyer-Ross seconded the motion. 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 8:47 p.m.

**Actions, if needed, after Executive Session:** McCleary moved to increase the Director's salary by 2%. Hippensteel seconded the motion. Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Planning of Future Meetings:** Regular board meeting will be held on April 26, 2017.

**Around the Table:** None.

**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 9:53 p.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary