

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 26, 2017**

Call to Order: Vice-President Hippensteel 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, Dan Hippensteel, Lydia Hodges, Dianne Luebker, Mark McCleary.

Trustees Absent: Tammy Hensley, Pat Hubbard.

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

Introduction of Visitors: Andy Dogan and Mark Bushhouse from Williams Architects.

Public Participation: None.

Approval of the Minutes of the 03/22/2017, Regular Meeting: McCleary moved the minutes be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 04/17/2017, Special Meeting: McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 04/17/2017 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: Hippensteel reported that he spoke to Hill a couple of times this week.

Committee Reports: None.

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

Approval of bills/check register for April 2017 (FY 2016-2017) in the amount of \$84,754.81: McCleary moved to approve the check register for April 2017 in the amount of \$84,754.81. Luebker seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: None.

RAILS News: Hodges reported that there is meeting May 17th about Adult Education, there are STEM workshops coming up, there is a RAILS networking event at the Islamic Foundation School in Villa Park, the annual Trustee Workshop is Saturday June 3rd from 9:00am – 12:00pm and Vernon Library Supplies is offering a Grant. Hill mentioned voting for RAILS Trustees is going on right now.

Legislative Update: None.

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

- The Friends book sale is May 19th and 20th with a preview night for Friends members on May 18th.
- Upcoming dine-outs will be at Portillo's, Potbelly, Panera and Chipotle, there are flyers in the Library.

Report of Gifts and Programs Sponsorships: Hill noted there were two donations.

Correspondence: The Board reviewed correspondence from the following:

- “How Are We Doing” patron survey.
- Secretary of State letter: Per Capita Grant award.

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

Library Director’s Report:

Hill asked Mark Bushhouse and Andy Dogan from Williams Architects to speak to the Board about the upcoming Library renovation and expansion project. Bushhouse and Dogan presented the Board their plans for the project going forward. Discussion ensued about the project. It was the consensus of the Board to move forward with Williams Architects for the schematic design.

Board Information:

- Contacted the library attorney and touched base with him on several topics.
- Have not yet received the PPRT dollars that we had to ask the Finance Director to recut the check for.
- The summer issue of the Resource made it into homes on April 18 & 19.
- We had to dispose of the small bumblebee sculpture. We found it broken last Wednesday.
- Hill asked staff to work on decluttering several areas.
- The village is shifting to the calendar fiscal year. Hill discussed this with the attorney who recommended we should follow suit. We discussed with Brian LeFevre this week. We had several issues to go over with him (Live and Learn Construction Grant, Donation of Roth IRA, etc.)
- Hill included Policy 235 in the board packet wanting direction from the Board on this policy and the ramifications of the expense reimbursement policies. Hill will bring Policy 235 next month with a cross reference.

Building(s):

- We have received the Live and Learn Construction Grant contract.
- One of the condensers on the roof is not working. The fan fell off of the assembly. Michael McMahon will explore whether it can be fixed. This will affect the east 2nd floor the most.

Kiwanis:

- Last chance! Vidalia Onions! \$10 for 10 pounds.
- Read Clifford Takes a Trip to preschoolers at Iowa Community Center this past Friday.
- Hill said she is participating in a service project this week at the Humanitarian Services Project in Carol Stream.

LINC/SWAN

- Attended the LINC Board of Directors Meeting. Dawn Bussey and Hill will be meeting with Carol Dawe on April 27 to discuss the employee agreement and this year’s salary increase and bonus.
- Dawn Bussey will be the next LINC Board President. The group asked Hill to be the Vice President/President Elect for continuity during dissolution.
- Jeff Sand completed the IT survey for SWAN.
- Attended the LINC TSTF meeting on 4/20.

Staff

- Jean Jansen and Sean Birmingham continue to interview for the replacement public services staff member.

- Tyler Meder's last day was last Saturday. Krettler is working on replacement. Might be giving existing staff more hours.

Friends:

- The sponsorships for the Summer Reading Kickoff Event have started coming in. We will start acknowledging these donations on the Library website and Facebook page.

Services:

- Krettler and Ruth Ebbinghaus have started putting together the materials for the North School grant partnership.
- Hill listened to a Webinar on Adult programming. Some great ideas and resources which she shared with Krettler and Birmingham.

Strategic Plan Update: None.

Other:

- Hill said there was an issue with a family not following the Library's patron conduct policy.
- The audit entrance visit with Lauterbach & Amen is scheduled for May. It was the consensus of the Board to request a three year extension to Lauterbach & Amen's contract.
- There is a new private school opening nearby and they want their students to use the Library's computers. Staff will work on revising the internet policy.

Unfinished Business:

Discussion of amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2016 and ending on April 30, 2017: Discussion ensued on amending the annual FY 2016-2017 budget and Hill said that next month she will present the amended FY 2016-2017 budget to the Board.

New Business:

Approval of Library Director, Deputy Director, and Public Relations Assistant job descriptions: McCleary moved the job descriptions for Library Director, Deputy Director, and Public Relations Assistant be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of Policy 240: Trustees, Expense Reimbursement: McCleary moved Policy 240, Trustees, Expense Reimbursement be approved. Geyer-Ross seconded the motion. The motion carried on voice vote.

Approval of Policy 478: Personnel, Expense Reimbursement: McCleary moved Policy 478, Personnel, Expense Reimbursement be approved. Luebker seconded the motion. The motion carried on voice vote.

Disposal of Library Furniture and Equipment:

Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment as outlined on the memo provided by staff. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Geyer-Ross seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Executive Session: Personnel Matters, Evaluation of the Library Director: McCleary moved to go into Executive Session to discuss a personnel matter regarding the evaluation of the Library Director. Luebker seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried. The Board went into Executive Session at 8:45 p.m.

McCleary moved to exit Executive Session. Geyer-Ross seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried. The Board exited Executive Session at 8:47 p.m..

Actions, if needed, after Executive Session. Luebker moved to approve the Director's salary for FY 2017/18 of \$98,305.93 plus a \$50.00 monthly cell phone reimbursement. McCleary seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Department Reports: None.

Planning of Future Meetings: Hill noted the next Annual meeting and Board meeting will be May 24, 2017.

Around the Table: Geyer-Ross said this is her last meeting and that she really enjoyed being on the Board and that she will be back to visit. Hippensteel said he really enjoyed the last 16 years of serving on the Board.

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 8:54 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary