

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 24, 2017**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:46 p.m.

Trustees Present: Steve De La Rosa, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Tammy Hensley.

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

Introduction of Visitors/Public Participation: Jean Jansen, Youth Services Manager, John Geatros. John Geatros introduced himself and said he was at the meeting to inquire about the AIA agreement and Hill stated that if Mr. Geatros would like to stay for the meeting the Board will be discussing the AIA agreement under New Business. Hubbard introduced Jansen and explained that she is going to discuss the Summer Reading Program. Jansen gave a presentation on the Summer Reading Program for this year with the theme of "Build a Better World". Jansen also discussed the Collaborative Summer Library Program (CLSP) of which she is the Illinois state representative. Jansen said it is a consortium of states/countries who work on the Summer Reading Program's theme, slogan, etc. each year. Jansen said the Summer Reading kickoff at the Library this year is June 3rd.

Approval of the Minutes of the 04/26/2017, Regular Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 04/26/2017 Executive Session Meeting: McCleary moved the minutes be approved. Luebker 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 May 2017 and all was in order.

Approval of bills/check register for May 2017 (FY 2016-2017) in the amount of \$32,266.01: McCleary moved to approve the check register for May 2017 in the amount of \$32,266.01. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of bills/check register for May 2017 (FY 2017-2018) in the amount of \$58,464.15: McCleary moved to approve the check register for May 2017 in the amount of \$58,464.15. Luebker 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 Com Ed statement, PMA investment monthly report, and the Sage Balance Sheet. Hill updated the Board on the Library patron's estate. The residence was placed on the market and the Library will receive the proceeds from the sale of the home. The patron also put the Library as the beneficiary on a Roth IRA. After some discussion, Hill said she will include the DuPage Community Foundation statement in next month's Board packet.

RAILS News: None.

Legislative Update: Hubbard said the State is leaning toward a property tax freeze and raising the income tax rate.

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

- Portillo's dine out was 5/8.
- The Book Sale amounts collected last week: \$173.00 in membership fees, \$824.50 in book sales and \$150.00 for leftover books.
- Another dine out at Potbelly's (St. Charles/Rte. 83) will be on 6/15 from 5:00-8:00 p.m.

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

Correspondence: The Board reviewed correspondence from the following:

- "How Are We Doing" patron survey.

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

Library Director's Report:

Board Information:

- The architect's contract has been reviewed by the attorney. His rider for the agreement was forwarded to Williams for their comments..
- Hill asked Jean Jansen, Youth Services Manager, to attend board meeting. Jansen is the state representative for the Collaborative State Library Program: <https://www.csllpreads.org/membership-sponsorship-2/member-libraries/>
- Carolyn Turner and Hill met with Matt Beran from Lauterbach and Amen for the pre-audit interview.
- Turner, Delaney, and Hill met with Brian LeFevre from Sikich Accounting to discuss several concerns. He provided guidance on handling the construction grant, the bond issuance, the Roth IRA the library will receive, etc.
- The Library received the signed Live and Learn Construction grant contract.
- Hill indicated there is an email migration to Office 365 which will result in new email accounts for everyone within the new email system.

Building(s):

- Hill reported last month that one condenser is out of commission. Michael McMahon has ordered a replacement fan blade. With hope the coils of the condenser were not damaged.
- We had a fall outside on the sidewalk this past month. We reported the accident to the insurance agent.
- Board President and Secretary signed the paperwork needed to move forward on the closing for the swap of property.

Kiwanis:

- The Kiwanis will be starting their summer concert series in July. Looking to do another fundraiser (greeting cards).
- Hill attended the Willowbrook Scholarship award event on May 18th. Kiwanis provided two \$500 scholarships.

LINC/SWAN

- Attended the LINC Board of Directors Meeting. Carol Dawe has committed to staying with LINC until the dissolution.
- Hill attended the SWAN board meeting on 5/20/2017 at their headquarters.

Staff

- Public Services have three part time positions open in Youth Services.
- Tyler Meder's page hours were given to existing staff members.
- Kandice Krettler was asked to be the president elect for Rotary (2018).

Friends:

- The sponsorships for the Summer Reading Kickoff Event continue to come in. We have started acknowledging these donations on the Library web site and Facebook page.

Services:

- Krettler and Ruth Ebbinghaus attended a workshop in Cicero for the North School grant partnership.

Strategic Plan Update: None.

Other:

- Hill met with Andy Dogan from Williams Architects and Patrick Grill the Director of the Villa Park Community Development Department to review the building plan and parking lot swap. De La Rosa talked about a project management software tool and discussion ensued about the coordination of contractors with the building project.
- Hill said Summerfest is 6/16/17- 6/17/17 and Dist. 45 is having an "8 Schools, 1 Community – 45 Fest" on 10/13/17 – 10/15/17. Hill indicated that the Library will have some staff present during the evenings of the events in order to provide shelter in the event of an emergency.
- Hill stated staff is working on updating the internet policy to one comprehensive policy.
- Hill passed around a certificate of recognition from Dist. 88 acknowledging Michelle Hoffman as a volunteer coordinator for the District's transition student program.

Unfinished Business:

Building Project: Hill will email to the Board the Architect's timeline of work prior to groundbreaking.

Resolution amending the annual budget for the Villa Park Public Library for the fiscal year commencing on May 1, 2016 and ending on April 30, 2017: McCleary moved to approve the resolution for amending the annual budget of the Villa Park Public Library for the Fiscal Year beginning May 1, 2016 and ending April 30, 2017. Luebker seconded the motion. Discussion ensued about the amended budget. Also, Hill explained the transfer to the Special Reserve Fund. After discussion, a Roll Call vote of the six members in attendance was taken: Yes: 6; No: 0; Abstain/Present: 0. Motion Carried.

New Business:

Draft of AIA Agreement, Document B101-2007 Edition and the Rider to this Agreement Between Owner (Library Board) and Architect (Williams Architects), AIA Document B101-2007 Edition for the Library Renovation and Expansion (Discussion): Hill said that she met with Graham Harwood from CCS International and McMahon to review the draft of the AIA agreement. Discussion ensued about the agreement. Hill said the architects would like the agreement to be approved next week; however, we do not have the revised agreement back from the architects yet. Hill also reviewed the rider to the agreement and discussion ensued about the rider.

Draft Agreement for Library Exterior Improvements (Live and Learn Construction Grant): Hill reviewed the draft agreement for the Library exterior improvements and discussion ensued. Hill said she had the attorney review the draft agreement and he made some changes to it. Hill said she will inform Dogan (Williams

Architects) and Harwood (CSI International) that the Board would not decide on a meeting date until they have a chance to review the final contract agreement.

Non-Resident Library Card Participation: Annual action required for non-resident library card participation. McCleary moved to issue non-resident library cards during the ensuing 12 months (July 1, 2017-June 30, 2018), per Illinois law. Luebker seconded the motion. The motion carried on voice vote. The fee formula for the non-resident card would be the Tax Bill Method.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be June 28, 2017. Hubbard mentioned a tentative Special Meeting date of Saturday June 3, 2017 at 8:00 a.m. depending on if Williams Architects get the revised AIA agreement back to Hill before then.

Around the Table: De La Rosa said he will not be at the June 28th Board Meeting. Hubbard is going on vacation to Norway next week and she wished everyone a Happy Memorial Day. Koeller said she is a retired teacher and she volunteered to help at school today with the kindergarten and 1st grade classes. Luebker said she is going to see her grandson's preschool singing program.

Adjournment: McCleary moved to adjourn. Luebker 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 9:50 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary