

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 28, 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: Tammy Hensley, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa.

Others: Sandra Hill, Library Director; Meg Rose, Recording Secretary

Introduction of Visitors: Graham Harwood, CCS International; Andy Dogan, Williams Architects; John Geatros.

Public Participation: John Geatros asked about the phasing of the building renovation, construction cost estimates, scheduling, and services/engineering included in the contracts with CCS and with Williams Architects. Andy Dogan addressed all the issues brought up by Mr. Geatros.

Approval of the Minutes of the 05/24/2017, Annual Board Meeting: McCleary moved the minutes be approved as amended. Hensley seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 05/24/2017, Regular 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 June 2017 and all was in order.

Approval of bills/check register for June 2017 (FY 2017–2018) in the amount of \$74,613.35: McCleary moved to approve the check register for June 2017 in the amount of \$74,613.35. Hensley seconded the motion. Hill noted that Williams Architects was reimbursed \$135 for mileage for the trip to Springfield in support of the Live and Learn Construction grant. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill noted that two PMA CDs are maturing this week and will be divided into three CDs and that the interest from the CDs goes into the operating budget. Hill also pointed out that there are usually two tax distributions, not three. She will check on this with the Village's Finance Director.

RAILS News: Hodges reported the following:

- An article indicated that SWAN gives libraries grants to assist with the costs of migration.
- RAILS offers discounted membership fees for the Management Association.
- The Management Standards Updated passed in June. Hill will scan the update and put in the July Board packet.
- Webinars for employees are scheduled: library privacy on July 25; school library design on July 18; IT security on August 10.
- Addison Library has two staff members who have received BIA accreditation.
- A seminar on community engagement and libraries will be held on July 12, 1–2:30 pm.

- Millennials are the most likely generation to use libraries.
- Fox River Valley Library is reducing hours.
- Niles Public Library changed its name to Niles-Maine District Library.
- The banned books list was published by ILA.

Legislative Update: Hill noted that the Village Manager forwarded an email from the DuPage Manager and Mayor Association which dealt with the vote on the property tax freeze.

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

- The last meeting of the Friends was on June 14.
- The Potbelly Dine-Out was held on June 15.
- The Portillo's Dine-Out in May was successful.
- The Panera Bread Dine-Out will be held on July 10. The flyer can be found on the Friends' website.
- On July 18, the Friends are sponsoring an event at Crazy Pour to thank volunteers.
- The Friends will help at the craft table during the Kiwanis concerts on the Wednesdays in July. She asked for volunteers.
- The Friends now have 28 members. New members joined at the book sale in June.

Report of Gifts and Programs Sponsorships: Hill pointed out the bequest the Roth IRA in the amount of \$61,009.19 from the Jelf estate. Hodges suggested that a press release be written about this.

Correspondence: Hill noted that the library has received many "How Are We Doing" forms. Of the many forms, most contained positive comments.

Letters to Departing Staff Members & Thank You Letters: Letters were signed to be sent to departing staff members Curtis McParland, Tyler Meder, and Kathy Deany.

Library Director's Report:

Board Information:

- First stage of the audit was conducted. Next phase will be in July.
- Hill discussed the code of conduct with one of our patrons last Thursday. She also gave her a letter indicating she needed to adhere to the policy or she would have to exclude her for three months.
- The Village is working with an organization called Association for Individual Development. After some discussion with the village manager, he determined to include the Library on their contract. This agency can provide training for staff on dealing with different social issues for patrons. The contract is for \$5,000.00. Hill would suggest the library reimburses the village for a portion to use this service. It is an annual agreement. It was the consensus of the Board to reimburse the Village \$1000 for this service.
- The library needs to revisit the patron conduct policy. Since adult programs are on the second floor we need to be cognizant of not denying access to these programs for all patrons. So a clearer definition of youth services should be determined.
- The library received the dollars from the Jelf estate.

Building(s):

- Hill reported that Michael repaired the condenser that had been damaged.
- The closing for the property swap was completed. Cook and Kocher Insurance was notified of changes.
- The annual review of assets was conducted for insurance purposes.
- Staff will work on the surveys, environmental assessments, and soil borings needed for the building project.
- The library has had a couple of new leaks in Youth Services due to holes in the bottoms of the air handlers.

Kiwanis: The summer concert series will start in July. Kiwanis is looking to do another fundraiser (greeting cards) and possibly a Chipotle Dine-Out.

LINC/SWAN

- Hill did not attend the LINC board meeting due to illness.
- Jeff will be doing some remote work on Labor Day to complete the Workflows upgrade that LINC has scheduled.

Services:

- Per the technology plan, the library will be migrating to a new pc reservation software system on July 6. TBS Solutions will perform the upgrade and will train staff on the new software. Signage has been posted at the Internet stations and online indicating that the Internet will not be available on that day.

Staff

- There are two new part time staff members in Youth Services. Laura Koester will begin July 10 (Laura speaks fluent Spanish). Catherine Gemkow has also been hired as a part time youth services assistant. Jean and Sean are making inroads on the third position.
- Laura Koblesky has resigned from Circulation Department. Kandice has the position posted.
- The Staff In-Service Day is scheduled for August 11. Hill reported that doing the upgrade on a Sunday would cost the library an additional \$900. Hill discussed the decision whether to do the upgrade on July 6 or on the In-Service day, but the Board indicated to do the upgrade on July 6 so automation staff can be involved in visiting the other libraries as part of the In-Service Day.
- CPR training for staff is set up for Thursday, August 10. Mike Barton from the Fire Department will provide the training.

Friends:

- Since the concrete fascia panel project may interfere with the Readathon location, the vacant lot at the 219 property may be used for the event. It has some good possibilities.

Other: Hill added the following items to the Director's Report:

- The husband of Deb Crabtree from Sikich passed away. The library is donating a book in his honor.
- Exploratory work on the concrete fascia panels will be conducted on Saturday after the library closes.
- Hill received a phone call from a patron who witnessed someone causing damage to the exterior of the library; this was witnessed on the security footage. This person will be charged with trespass if he returns to the library.
- The Board approved publishing the contracts from Williams Architects and CCS on the library website.
- A U.S. passport vendor was an exhibitor at ALA. Hill discussed the library applying to be a U.S. passport vendor.
- The castors on the table legs in Youth Services are defective. The vendor is sending out new table legs with newly designed castors and a quote for replacing the other, non-castored legs of the same tables.
- EBSCO has a grant to fund solar panel installation. Hill noted that the library may apply for it next year. Dogan indicated that it was a competitive grant.
- Unused office supplies and other items will be sold in the lobby to help the decluttering process.
- Some items from the Jelf home were collected and will be sold at a yard sale, with the proceeds going to the library.
- Parks and Recreation may be able to use the library's stove and refrigerator from the 219 property.
- Staff In-Service Day: Staff will be sent in groups to various libraries to collect ideas and observations, then return to the library to share impressions and to brainstorm. Also on that day, Hill will report on the overall picture and the progress made thus far, as well as discussing the need for a Deputy Director to assist with administrative needs.

Unfinished Business: None.

New Business:

Approval of AIA Agreement, Document B101-2007 Edition between Villa Park Public Library Board of Trustees and Williams Architects for architectural services to expand and completely renovate the library building <R>

Project is expected to span two years with construction beginning next spring. Compensation will be a stipulated sum equal to eight percent (8%) of the total cost of the construction, site work, and including furniture for the project. The percentage fee shall become a fixed lump sum fee at the conclusion of the Design Development Phase. (These fees were listed under professional fees in the proforma budget of the building plan submitted to village for their approval.)

McCleary moved to approve the AIA Agreement, Document B101-2007 Edition between Villa Park Public Library Board of Trustees and Williams Architects for architectural services. Koeller 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 Letter of Proposed Agreement for Architectural Services—Exterior Improvement (Concrete Fascia Panels) <R>

The library received a 50/50 grant from the State Library in the amount of \$125,000.00. This agreement with Williams Architects is for architectural services in the amount of \$22,900.00 for the replacement of three concrete fascia panels. Work has started on this project with an anticipated construction start date this fall. (Payment of the library's portion of this project will be made from the library's special reserve fund.)

McCleary moved to approve the Letter of Proposed Agreement for Architectural Services—Exterior Improvement (Concrete Fascia Panels). 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 agreement between Villa Park Public Library Board of Trustees and CCS International for owner representative services (not to exceed \$189,200.00) <R>

The owner's representative's agreement is expected to span the next two years and services include review of the construction design documents, project delivery recommendations, project budget revisions, cost control recommendations, value engineering/cost analysis, contract reviews, assistance in the bid/award phase, permit and insurance review, on-site management, review of requests for changes to work, etc. (These fees were listed under professional fees in the proforma budget of the building plan submitted to village for their approval.)

Hill discussed the benefits of having CCS assist in the decision-making processes; CCS gives options for the Board to consider. Harwood gave a list of other projects in which CCS has been involved.

McCleary moved to approve the agreement between Villa Park Public Library Board of Trustees and CCS International for owner representative services (not to exceed \$189,200). 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 Certified Resolution for BMO Harris Banking Account <R>

The library's accountant recommended establishing a separate account for the bonds for the library building project.

McCleary moved the Certified Resolution for the BMO Harris Banking Account be approved. Hensley seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Disposal of Library Furniture and Equipment <R>

Staff would ask the Library Board to dispose of obsolete, unneeded, and/or damaged equipment consisting of two copiers and six monitors per the Library Technology Plan's hardware replacement program.

McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged equipment consisting of two copiers and six monitors. 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.

Prevailing Wage Resolution <V>

Annually, the library is required to adopt prevailing wage rates as determined by the Illinois Department of Labor (IDOL) or the Library must conduct their own investigation into wages in the area. Prevailing wage rates are used in public contracts. The past few years the Library has jointly adopted a resolution relying on June IDOL rates with the Village, School Districts #45, #48, and #88. It is recommended the library again adopt the joint prevailing wage resolution.

McCleary moved the Prevailing Wage Resolution be approved. Hensley seconded the motion. The motion carried on voice vote.

Annual Reports <V>

The Library Board will review the activities of the previous fiscal year and approve an annual report for the Village Board and the State Library. (IPLAR: Illinois Public Library Annual Report) Hill said that the report gave a new definition of reference questions, indicating that each interaction with a patron should be counted. She also noted that circulation of youth materials and the gate count were lower this year, but that the number of registered patrons and usage of in-house internet have increased.

McCleary moved the Illinois Public Library Annual Report be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Policy 731, Circulation: Schedule of Fines and Fees <V>

Policy revisions include providing patrons with the ability to purchase a replacement if they lose or damage an item and using the Amazon cost to charge a patron if that cost can be located.

Luebker moved Policy 731, Circulation: Schedule of Fines and Fees be approved. McCleary seconded the motion. The motion carried on voice vote.

Approval of Policy 643, Public Information, Services, and Networks <V>

Staff would recommend combining Policy 643, Public Information, Services, and Networks with Policy 646, Use of the Internet. Staff added a mechanism for educators to use the Internet computers with their students. Hill noted that procedures will be developed in accordance with this policy to ensure a consistent response to the extension of computer time to patrons.

McCleary moved Policy 643, Public Information, Services, and Networks be approved. Hensley seconded the motion. The motion carried on voice vote.

Approval of Intergovernmental Agreement for Electronic Content Consortium (MyMediaMall). <V>

The “Intergovernmental Library Agreement” to be approved by the library boards of the current My Media Mall member libraries was created to establish a governance structure within the current consortia.

McCleary moved the Intergovernmental Agreement for Electronic Content Consortium (MyMediaMall) be approved. Hensley seconded the motion. The motion carried on voice vote.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be July 26, 2017. No special meetings have been scheduled.

Around the Table:

Hensley noted that two grandchildren are visiting for one month. Hodges shared that District 45 is presenting a program on Marion Blumenthal Lazan’s *Four Perfect Pebbles*. Hubbard enjoyed her trip. Koeller’s home remodeling project is going well. Luebker discussed the impact of the street repairs on her ability to park at home. McCleary just spent four days in Kansas City at a woodturners symposium. He will also turn 80 next week.

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 9:37 p.m.

Respectfully submitted,

Meg Rose
Recording Secretary