

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

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:07 p.m.

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

Trustees Absent: Tammy Hensley, Mark McCleary.

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

Introduction of Visitors: Graham Harwood, CCS International.

Public Participation: None.

Approval of the Minutes of the 06/28/2017, Regular Meeting: Luebker moved the minutes be approved. Hodges seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she and Hill met with St. Alexander's to discuss the property swap and marquee sign.

Committee Reports: None.

Report of the Treasurer: Hill indicated Treasurer McCleary had reviewed the bills and invoices prior to the meeting.

Approval of bills/check register for July 2017 (FY 2017-2018) in the amount of \$65,883.73: Luebker moved to approve the check register for July 2017 in the amount of \$65,883.73. Hodges seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the PMA Monthly Investment Report and the Tax Distribution Report.

RAILS News: Hodges reported on the following:

- Vacancy on the RAILS Board.
- Several webinars on the RAILS website: Cost effective library design options, Ransomware, Gathering student input on library spaces for students, Library security, HR resources documentation.
- ALA publication of the "Career Development Resource Guide".

Legislative Update: Hill reported on the IL Senate Bill to fund schools and the proposed property tax freeze.

[De La Rosa arrived at 7:24 p.m.]

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

- They completed the audit and everything was fine.
- Next meeting is 8/9/17 at 7:00pm.
- Next dine out is 8/4/17 at Chipolte.
- Upcoming September fundraiser at Back Alley Burger.
- Trivia night was last Tuesday.
- Four new members.

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

Correspondence: The Board reviewed correspondence from the following:

- Three “How Are We Doing” patron surveys.

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

Library Director’s Report:

Board Information:

- Lauterbach and Amen completed their field work this month.
- The Library's attorney has given our Code of Conduct policy to a colleague to update addressing concerns with adults having access to adult programs on the second floor.
- The Library had an issue with one of our hot spots in which a patron did not return the device and current procedures were not as proactive as they could have been. Hill asked Krettlter to modify these procedures.

Building(s):

- Michael McMahon has completed reorganizing custodial supplies and has placed all the lawn and snow blowing equipment back in the main building.
- The Library has some nicer dishes that we have not used for years. Hill asked the Board for ideas on what to do with the dishes.
- Graham Harwood talked about the bids that were put out for the Concrete Fascia Panels project and the Building Renovation/Expansion project.
- Harwood also mentioned that there was a meeting at the Library last week with the architects, Harwood, and staff. Harwood passed around two revised sketches to the Board.

Kiwanis:

- The Kiwanis are doing a greeting card fundraiser.
- Kiwanis Concerts are doing well.

LINC/SWAN

- Krettlter, John Bradford, and Sean Birmingham worked on some circulation mapping for the SWAN conversion. Krettlter completed the worksheet and sent it to Carol Dawe.
- Reminder: Jeff Sand will be doing some remote work on Labor Day to complete the Workflows upgrade that LINC has scheduled.

Services:

- The migration to the new reservation and print release software went fairly well. Patrons are still acclimating to the new software.

Staff

- Our new part-time Circ/Outreach staff member is Felecia Rittmueller.
- Jean Jansen and Birmingham continue to work on filling the 20 hour/week position in YS.
- Reminder: We are gearing up to work on the staff in-service day scheduled for August 11.
- Reminder: We set up CPR training for staff for Thursday, August 10. Mike Barton from the Villa Park Fire Department will provide the training.

Friends:

- Panera fundraiser went well and the Friends bought pizza at Crazy Pour before Trivia Night.

Strategic Plan Update: None.

Other:

- Hill talked about renting storage space off site during the construction.
- Hill mentioned a Chamber of Commerce event on 8/9.
- Hill spoke about the New Teacher breakfasts on 8/10 for Dist. 88 and 8/11 for Dist. 45.
- Hill had a meeting with Department Heads and she is sending them to workshops.
- Hubbard mentioned the RAILS System Membership Standards that was in the board packet.
- Hill spoke about a patron issue.

Unfinished Business:

Exterior Improvement Project (Concrete Fascia Panels): Harwood gave an update on the concrete fascia panels project. Harwood said he spoke to the IL State Library Board about the grant funds and they said the Library should get the funds by the end of August. Harwood said it is on schedule to do the fascia project first, the fascia project has a limited time period. Hill reviewed the monthly report from Williams Architects on the fascia panel project. Harwood said it is approximately a three month project. Hill said the Board may want to consider a Special Meeting to award the bid.

Building Renovation/Expansion: Hill reviewed the monthly report submitted by Williams Architects on the building renovation/expansion project. Harwood gave an update on the building renovation/expansion project.

New Business:

Letter of Understanding from Lauterbach and Amen for Audit Services 2018-2020. Staff would ask the Library Board to approve extension of audit services by Lauterbach and Amen for the years 2018 (\$5300); 2019 (\$5400); and 2020 (\$5500): Luebker moved to approve the extension of audit services by Lauterbach and Amen for the years 2018 (\$5300); 2019 (\$5400); and 2020 (\$5500). Hodges seconded the motion. Discussion ensued. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning May 1, 2017 and ending on April 30, 2018. The Board approved its operating budget in March 2017. The budget needs to be amended to incorporate the Exterior Improvement Project (Concrete Fascia Panels) which will be funded by the Library's special reserve fund and the Live and Learn Construction Grant from the State Library in the amount of \$125,000. In addition, the budget needs to be amended to incorporate the Library building renovation and expansion project which was approved by referendum: Hodges moved to approve the amended budget for the fiscal year beginning May 1, 2017 and ending on April 30, 2108. Koeller seconded the motion. Hill reviewed the amended budget. Discussion ensued. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Discussion of Policy 530.4, Group Collaboration Room. Draft of policy is presented for discussion: Hill reviewed a draft of the new policy for the group collaboration room and discussion ensued. Hill said she will continue to update the draft of the policy

Discussion of Policy 530.5, Digital Media Lab. Draft of policy is presented for discussion: Hill reviewed a draft of the new policy for the digital media lab and discussion ensued. Hubbard recommended having the Policy Committee review both policies before they are presented to the full Board.

Department Reports: Hill said the circulation statistics are down a little bit this month.

Planning of Future Meetings: Hubbard noted a Special Meeting will be held on August 16, 2017 at 9:00 a.m. and the next Board meeting will be August 23, 2017.

Around the Table:

De La Rosa said he is glad to see the Library is doing so well. Hodges stated she is interested in volunteering at the Village's Brew Fest. Hubbard said she is hosting a family reunion at her home for 47 people this weekend. Koeller stated she is a volunteer at North and a volunteer for reading at the Rec. Center. Luebker had a reminder that on 8/7 and 8/14 the Village Rec. Center is showing movies outdoors at Cortesi Park.

Adjournment: Hodges 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 8:43 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary