

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
August 23, 2017**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:03 p.m.

**Trustees Present:** Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** Steve De La Rosa, Tammy Hensley.

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

**Introduction of Visitors:** Graham Harwood, CCS International; Mark Bushhouse, Andy Dogan and Natalie Clemens, Williams Architects.

**Public Participation:** None.

**Approval of the Minutes of the 07/26/2017, Regular Meeting:** McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 08/16/2017 Special Meeting:** McCleary moved the minutes be approved as revised. Luebker seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported that she went to the District 88 breakfast with Koeller. Hubbard said she also attended the District 45 breakfast.

**Committee Reports:** Hodges reported on the Policy Committee meeting that was held for the following policies:

- Code of Conduct Policy – submitted for Board approval tonight
- Credit Card Policy - submitted for Board approval tonight
- Study Rooms Policy – tabled for further discussion
- Digital Media Lab Policy – tabled for further discussion

Also, Hill handed out copies of the existing Meeting Room policy and three other libraries Meeting Room Policy's for the Board to review for further discussion. Hill talked about the need to prepare for more meeting rooms after the building renovation/expansion is completed and she said the policy needs to be reviewed. Hill said the Policy Committee should cover the policies tabled and present a draft to the full Board.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for August 2017 and all was in order. McCleary mentioned there was a check to the church for the marquee sign from the property swap. McCleary also asked for an explanation of the databases and Hill said she will have Dan Criscione come to a future meeting and explain them.

**Approval of bills/check register for August 2017 (FY 2017-2018) in the amount of \$111,110.70:** McCleary moved to approve the check register for August 2017 in the amount of \$111,110.70. Koeller seconded the motion. Hill noted the ProQuest LLC check was for a database that allows you to look at newspapers from around the country. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Financial Reports:** Hill reviewed the Tax Distribution Report and the Thrift Books Monthly Statement

**RAILS News:** Hodges reported on the following:

- In September there will be a two part webinar on Disaster Planning and Preparedness

- On 9/7 there will be a RAILS networking event in Aurora
- The library website toolkit is still available
- Two part webinar on 9/13 and 9/20 on Library Security
- Employee Handbooks webinar on 9/14
- On 9/6 there will be an Adult Literacy Program for DuPage Area libraries
- Spectra kits from ISL

**Legislative Update:** None.

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

- Met 8/9 and talked about disbursing funds to the library for a microfilm reader print that costs approximately \$10,000
- Summer dine outs went well
- Future dine outs: 9/6 Back Alley Burger, 10/4 Dominik's Pizza, 11/01 Portillo's and 12/05&12/05 Anyways
- Good turnouts at the summer movies at Cortesi Park
- Carson Days coupon books sale – 11/8 to 11/11

**Report of Gifts and Programs Sponsorships:** Hill noted there was one donation and three adopt-a-magazine subscriptions this month.

**Correspondence:** The Board reviewed correspondence from the following:

- Two "How Are We Doing" patron surveys.

**Letters to Departing Staff Members & Thank You Letters:** A letter to departing staff member Danielle Bober was signed.

**Library Director's Report:**

***Board Information:***

- Lauterbach and Amen will be out in September to go over the audit.

***Building(s):***

- Michael McMahon worked on demolishing two of the brick walls located on the west side of the parking lot as part of our agreement with the church.

***Kiwanis:***

- Preparing to turn over the president office to Chief Mike Lay.

***LINC/SWAN:***

- Reminder: Jeff Sand will be doing some remote work on Labor Day to complete the Workflows upgrade that LINC has scheduled.
- Dawn Bussey, Director at Glen Ellyn, reported she attended the RAILS Consortia meeting as well as the SWAN Board meeting. RAILS has determined not to offer any grants to libraries wishing to join a system consortium. LINC and MAGIC's grants were awarded. RAILS may determine not to increase any dollars that SWAN receives although SWAN has 19 new members.

***Services:***

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

**Staff:**

- Jean Jansen, John Bradford and Kandice Krettler will be working the evening of Friday, August 24.
- Our new part-time Youth Services Assistant is Christina McPhail.
- Staff in-service day went very well. Staff enjoyed the visits to other libraries. Hill included reports from three libraries visited in the board packet.
- We had 8 staff members attend the CPR Training which the Fire Department provided.
- Hill reported the Graphic Artist Danielle Bober resigned and we are interviewing for the open position.

**Friends:**

- Chipotle Fundraiser went well.

**Strategic Plan Update:** None.

**Other:**

- Hill asked the Board who wanted to go to the ILA Conference in Tinley Park 10/10 to 10/12. Hodges and Hubbard said they will go for the Trustee Day.
- Hill announced that Kandice Krettler accepted the position of Deputy Director.
- Hill said SWAN will be at the library talking about the conversion.
- Hill stated that the library is shifting the Jefferson Middle School hours to go during lunch hours instead of after school.
- Hill noted the board needed to review Chapters 1-5 from the book entitled *Trustee Facts File* and staff would provide a report on Chapter 12 in the *Serving Our Public*. Both are requirements for the per capita grant.

**Unfinished Business:**

***Building Renovation/Expansion:*** Andy Dogan from Williams Architects introduced Natalie Clemens an Architect at Williams and a part time Design Instructor. Dogan said he wanted to update the Board on what has been happening with the building renovation/expansion project. He said they have been very busy talking through plans, details both large & small, and meetings with staff. Dogan said a three dimension digital model was being developed; the survey was completed; the soil borings done; and they've had discussions with their engineering team. Dogan reviewed the floor plans and exterior design options. Clemens went over some of the exterior designs with the Board. Graham Harwood talked about comparing costs for all the different facets of the project and he said his team is working on budgeting right now. Dogan said there will be a Landscape Architect coming to a future meeting and he went through the schedule and next steps. There was discussion about having a project update in October for the public.

***Exterior Improvement Project (Concrete Fascia Panels):*** Harwood said that LJ Morse Construction will be looking to start the project the first week of September.

**New Business:**

***Approval of Contract with LJ Morse Construction of Aurora IL for Exterior Improvements/Concrete Fascia Panels Project in the amount of \$263,300.00:*** This project will be funded by an Illinois State Library construction grant in the amount of \$125,000.00 and \$138,300.00 from the Library's Special Reserve Fund. McCleary moved to approve the contract with LJ Morse Construction of Aurora IL for Exterior Improvements/Concrete Fascia Panels Project in the amount of \$263,300.00. Luebker 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.

***Approval of revisions to Policy 568, Code of Conduct:*** McCleary moved to approve the revisions to Policy 568, Code of Conduct. Koeller seconded the motion. The motion carried on voice vote.

***Approval of revisions to Policy 530.2, Study Rooms:*** Hodges said Policy 530.2, Study Rooms was tabled.

***Approval of new Policy 729, Credit Cards:*** McCleary moved to approve the new Policy 729, Credit Cards. Luebker seconded the motion. The motion carried on voice vote.

***Discussion of new Policy 530.5, Digital Media Lab:*** Hill said Jeff Sand is reviewing some technical items for the policy and the policy is being reviewed further.

**Department Reports:** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be September 27, 2017.

**Around the Table:** Hubbard said her family reunion was very nice. Luebker said she hopes everyone enjoyed the eclipse. McCleary said it has been tough because his brother passed away and everyone offered their condolences to him.

**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 9:15p.m.

Respectfully submitted,

Cheryl Delaney  
Recording Secretary