

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 27, 2017**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 p.m.

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

Trustees Absent: Tammy Hensley, Lydia Hodges.

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

Introduction of Visitors: Don Shaw, Lauterbach & Amen; Graham Harwood, CCS International; Mark Bushhouse, Natalie Clemens, and Tedd Stromswold, Williams Architects; Sean Birmingham, Head of Public Services and Dan Criscione, Virtual Services Librarian.

- Shaw from Lauterbach & Amen reviewed the FY2016/17 Annual Financial Report and Management Letter with the Library Board.
- Criscione and Birmingham gave an Electronic Services Report to the Library Board. Criscione described the new databases added and the databases replaced on the website, along with IPLAR statistics for all databases. Birmingham spoke about the new Reader's Advisory features on the website.

Public Participation: None.

Approval of the Minutes of the 08/23/2017, Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Revised Minutes of the 08/16/2017 Special Meeting: McCleary moved the minutes be approved as revised. Koeller seconded the motion. Hill noted the construction firm's name was misspelled and Hubbard noted a correction to the last sentence. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill on the agenda and Hill updated her on the concrete fascia panel project.

Committee Reports: Hill wants the Finance Committee to meet before the next Board meeting to review the annual Treasurer's Report and the Resolution Setting Forth the Financial Requirements. Hill said the Building Committee should meet also.

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

Approval of bills/check register for September 2017 (FY 2017-2018) in the amount of \$206,160.89: McCleary moved to approve the check register for September 2017 in the amount of \$206,160.89. Luebker seconded the motion. Hill responded to a question regarding C. Acitelli Company indicating the check was to replace a pipe on one of the condensers. Hill noted the Gentile check was for a topographical survey. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill said that there are now monthly reports for the Concrete Fascia Panel Project and the Building Renovation/Expansion Project.

RAILS News: Hill reported that she did a webinar for building safety.

Legislative Update: None.

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

- Future dine out: 10/4 Dominick's Pizza.
- Book Sale: 10/5 (members only), 10/6, and 10/7.
- Tomorrow night is "Appraisal Night" at the General Friend's meeting.

Report of Gifts and Programs Sponsorships: Hill noted there was one donation of the proceeds from the sale of the home for the Donna Jelf estate.

Correspondence: The Board reviewed correspondence from the following:

- A "How Are We Doing" patron survey.
- Thank you card from SWAN.

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

Library Director's Report:

Board Information:

- We included the revised minutes for the August 16 Special Board Meeting.
- Lauterbach and Amen will present at this meeting to go over the audit.
- We have McCleary, Hodges, and Hubbard signed up for ILA Trustee Day.
- Next month we will be presenting a Treasurer's Report for board approval. We will no longer be part of the village's annual Treasurer's Report.
- Department Heads worked on drafting Active Shooter guidelines for staff. We had two lunch and learn sessions for staff.
- Meg Rose and Hill met with Jack Cook from Cook and Kocher to discuss the library's liability insurance needs.
- Administration is working on updating the library record retention request list. We will most likely use a shredding service for the first round.
- Rose and Michael McMahon attended a workshop on OSHA compliance.
- We have eight employees attending the ILA conference.
- Hill will be taking vacation the third week in March.

Kiwanis:

- Preparing to turn over the president office to Chief Mike Lay. The installation dinner is scheduled for Thursday, September 28.
- Peanuts day(s) were Friday, September 22 and Saturday, September 23.

LINC/SWAN

- Reminder: Jeff Sand completed the upgrade to Workflows over Labor Day weekend. LINC (SirsiDynix) has experienced some interruptions in service in recent months). The next LINC Board meeting is October 13.

Services:

- We received the passport application packet. Rose and Hill will be working on completing the forms.
- Kandice Kretzler attended a workshop on the future of library services. Department Heads will meet to discuss her observations in order to determine what changes we can make to our service model.

Staff

- Our new part-time Graphic Designer is Lucy Fulgencio.
- Part time circulation assistant, Dana Schiro, will be resigning at the end of the month.

Strategic Plan Update: None.

Other:

- Hill and McMahon worked on furniture plans for the renovation.
- Hill asked the Board how she should handle things that need to be disposed of during the renovation. The consensus was to review the list of disposals at the following board meeting.
- Hill noted that beginning this year the Library's holiday party is combined with the staff recognition dinner and asked the Board if they preferred 12/1 or 12/8 and the Board said either date was fine. Hill asked about ideas for a venue and Hubbard said we should look at Allegra and Luebker mentioned Anyways Pub. Hill said Administration staff will call both venues.
- Hill mentioned that the annual Library Board calendar is included in the packet for the Board to review.

New Business:

FY2016/2017 Audit Review and Approval: McCleary moved to approve the FY2016/17 Annual Financial Report. 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.

Discussion of Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: Hill reviewed a draft of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library with the Board. Hill said included new in the resolution this year is the village ordinance number 3983, Section 12. Hill will have Sikich review the resolution first and then meet with the Finance Committee on it. Hill will include the resolution on next month's Board meeting agenda.

Approval of new Policy 505, Notary Public: McCleary moved to approve the new Policy 505, Notary Public. Koeller seconded the motion. Discussion ensued. The motion carried on voice vote.

Trustee Facts File, 3rd ed.: Review of Chapters 1-5: Hubbard said she liked the distinction in the *Trustee Facts File* book between policies and procedures and she also liked the history. De La Rosa said it was a good resource.

Unfinished Business:

Exterior Improvement Project (Concrete Fascia Panels): Graham Harwood reviewed the Villa Park Public Library Concrete Fascia Panel Project Budget Summary report. In terms of progress, Harwood said the weather has been exceptional and everything is going good, planning to finish on schedule.

Building Renovation/Expansion: Harwood said the environmental report was delivered on the library and the house and the soil borings reports are finished. Natalie Clemens presented a recap of the project and gave a presentation. She said the interior of the building has been discussed and right now they are in schematic design. Hill asked about the budget and Harwood said they are working on it. Mark Bushhouse spoke about the heating/cooling systems options. The design and development phase will begin once the schematic design budget is reconciled between Williams and CCS. Clemens said she met with the village about the special use permit. She stated the next step would be for staff to meet about the interiors. Hubbard asked about a date for a public update and Clemens said once they head to design and development then they will work with the board on scheduling an open house.

Department Reports: None.

October 2017 Calendar: Hill reviewed the Library calendar for October 2017.

Planning of Future Meetings: Hubbard noted the next Board meeting will be October 25, 2017. Hubbard said that the Finance Committee and Building Committee will have to set up meetings.

Around the Table: De La Rosa said he has a peach tree in his yard and it has produced a lot of peaches this year. Koeller offered to volunteer at the Iowa Community Center. Luebker said she is going on vacation with her husband out west in October. McCleary said he is scheduling 12 workshops for next year.

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 9:01 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary