

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

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 6:18 p.m.

Trustees Present: Steve De La Rosa, Lydia Hodges, Pat Hubbard, Mark McCleary.

Trustees Absent: Tammy Hensley, Wanda Koeller, Dianne Luebker.

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

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

Public Participation: John Geatros said he was at the meeting to hear about the building renovation/expansion.

Approval of the Minutes of the 11/29/2017, Regular Meeting: McCleary moved the minutes be approved as revised. Hodges seconded the motion. Hubbard noted a correction to a word in the first sentence under the Exterior Improvement Project. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she spoke with Hill several times. Hubbard said she attended the Rotary dinner. Hubbard commended Hill and her staff on their organization skills.

Committee Reports: None.

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

Approval of bills/check register for December 2017 (FY 2017-2018) in the amount of \$239,788.92: McCleary moved to approve the check register for December 2017 in the amount of \$239,788.92. Hodges seconded the motion. Hill noted the check for Acitelli was for the quarterly billing; the check for Husar Abatement was for the abatement project; the check for LJ Morse was the final payment for the Concrete Fascia Panel project. 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 monthly reports for the Concrete Fascia Panel and the Building Renovation/Expansion projects.

RAILS News: Hodges reported RAILS has a Consulting Directory to help libraries with various things such as writing grants. There is an upcoming webinar on Adult Leisure Reading Trends. The next ILA conference is in October in Peoria. RAILS partnership with BiblioLabs makes e-Resources available to libraries. There is an upcoming Library Board Orientation webinar. The Legislative Meet Up is coming up in February. The Annual Online Library Certification begins January 2, 2018. The Library Trustee Forum Workshop is in February.

Legislative Update: None.

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

- The next dine-out is at Outback on Jan. 23, 2018.
- Words with Friends at the next Friends meeting on January 10, 2018.

Report of Gifts and Programs Sponsorships: Hill reported there were five donations this month and she noted that the donation from the Friends of the Library for \$6,585.00 was for a new microfilm/scanner.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters:

- Thank you letter from Engage DuPage.
- Thank you letter from Karen Marnell.

Library Director's Report:

Building(s):

- Michael McMahon will be repairing a water valve issue in the staff room.
- We will be contacting Acitelli to come out and check the boilers.
- The abatement project has been completed and we are putting things back into shape.

Board Information:

- Delaney and Hill will need to start working on the library budget (8 month budget since the village is switching to a calendar fiscal year).

Kiwanis:

- Slow month for Kiwanis. Will start picking up next year with the bowlathon in February.

LINC/SWAN

- Migration is going well. Some hiccups to work through.

Services:

- Ongoing: Staff have started the online training for the Passport applications.

Staff

- Circulation/Outreach: Kandice Krettler has hired Michelle Hield as a Page.

Strategic Plan Update: None.

Other:

- Hill said that McMahon will be scheduling carpet cleaning.

New Business:

Resolution approving and adopting an updated sexual and other forms of harassment policy to conform to Illinois Public Act 100-0554: McCleary moved to approve the resolution approving and adopting an updated sexual and other forms of harassment policy to conform to Illinois Public Act 100-0554. Hodges seconded the motion. After some discussion, a roll call vote was taken of the four members in attendance: Yes-4; No-0; Abstain/Present-0. Motion Carried.

Discussion of Oakbrook Terrace Agreement: Hill reviewed the Oakbrook Terrace agreement and letter with the Board. The letter and agreement will be sent to Oakbrook Terrace and we will await a response.

Discussion of Staff Recognition and Holiday Event: Hodges suggested for next year's event to have a buffet instead of a sit down dinner. Hubbard and Hodges both stated they liked having the event in December. Hubbard said the first Friday in December is a good date to have the event.

Unfinished Business:

Exterior Improvement Project (Concrete Fascia Panels): Hubbard reported that the project is done. Graham Harwood said it was completed under budget and ahead of time.

Building Renovation/Expansion: Harwood indicated that CCS was reconciling the budget for the Design Development phase. Andy Dogan explained the Design Development phase process. Dogan said the scope of the project is well defined with details still to come. It was the consensus of the Board to have Hill authorize Williams Architects to go ahead with construction documents once CCS reconciled the budget. Hill said the village meeting on January 8th will address the next \$5 million bond issuance. Dogan said the meetings with staff this month were very productive. Next, Dogan presented a virtual tour of the interior of the building. Hubbard asked when the project will go out to bid and Dogan said it is on track for mid-February.

Department Reports: No discussions.

Hubbard appointed Steve De La Rosa as Secretary Pro Tem.

Planning of Future Meetings: Hubbard noted the next Board meeting will be January 24, 2018. Hubbard said the next Building Committee meeting is January 9, 2018 at 9:30 a.m.

Around the Table: Hubbard said she is going on vacation to Hawaii.

Adjournment: McCleary moved to adjourn. Hodges 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 7:53 p.m.

Respectfully submitted,

Cheryl Delaney
Recording Secretary