

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
January 23, 2019**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:23 p.m.

**Trustees Present:** Steve De La Rosa, Tammy Hensley, Pat Hubbard, Mark McCleary.

**Trustees Absent:** Lydia Hodges, Wanda Koeller, Dianne Luebker.

**Others:** Sandra Hill, Library Director; Kandice Krettler, Recording Secretary.

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

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** None.

**Approval of the Minutes of the 12/19/2018, Regular Meeting:** McCleary moved the minutes be approved. Hensley seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 12/19/2018 Executive Session Meeting:** McCleary moved the minutes be approved. Hensley seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 01/11/2019, Finance Committee Meeting:** McCleary moved the minutes be approved. Hubbard seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she and Hill did not meet. No further report.

**Committee Reports:** Finance Committee report: Hill and Turner met with the accountant. Hill discussed the capital replacement fund. The accountant recommended reviewing this fund and identifying changes to be made by June, and then action needs to be taken at the June Board meeting. The fund balance policy will need to be revised.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for January 2019 and all was in order. McCleary inquired about the Opto charge listed and Hill explained the shelving was being used for CDs currently but would house DVDs in the future.

**Approval of bills/check register for January 2019 (SY2018) in the amount of \$78,867.47:** McCleary moved to approve the check register for January 2019 (SY2018) in the amount of \$78,867.47. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

**Approval of bills/check register for January 2019 (FY2019) in the amount of \$17,064.48:** McCleary moved to approve the check register for January 2019 (FY2019) in the amount of \$17,064.48. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

**Approval of payout request number 7 to Wight Construction Services in the amount of \$291,794.56:** McCleary moved to approve the payout request number 7 to Wight Construction Services in the amount of \$291,794.56. Hensley 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 reported there are currently six certificates of deposit (CDs). Hill recommended that the Finance Committee meet after the audit to consider investing in additional CDs.

**RAILS News:** Hill reported she completed the annual certification to the State Library, but is waiting for staff to finalize the Illinois Public Library Annual Report (IPLAR) before submitting to the State Library.

**Legislative Update:** Hill reported there is an upcoming West Suburban Legislative Lunch scheduled for Friday, March 1 in Oak Brook. De La Rosa, Hensley, Hubbard, and McCleary all expressed interest in attending.

**Report of the Friends of the Library Liaison:** Hill reported the Friends held their annual General Meeting on January 9<sup>th</sup> and held a game night.

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

**Correspondence:** None.

**Letters to Departing Staff Members & Thank You Letters:** There were letters to departing staff members Katie Torgerson and Laura Maas. Hill noted we will miss both staff members. The positions have now been posted.

### **Library Director's Report:**

#### **Building(s):**

- Acitelli worked on both boilers. As of 1/17, they are both up and running in tandem.
- Staff continue to work with Carrie Kotera at Williams on furniture.

#### **Board Information:**

- Hill would ask the Finance Committee to meet to discuss the Fund Balance Policy. Turner and Hill met with Brian LeFevre from Sikich to discuss procedures and policies.
- Hill would like to bring the Board's policy 215.1 on Review of the Executive Session Minutes to the next board meeting for a revision. I'd like to ask the Board to change the months of the review to June and December (not April and October).
- N. Gergets, L. Cyrier, J. Bradford, M. Rose, and Hill worked on the Eisner grant which we submitted last week (1/17)
- J. Sand and Hill met with Mark Rhodes from Current Technologies to discuss the library security review.
- K. Krettler attended the Oakbrook Terrace City Council meeting on 1/22 to provide a report to the Council.

#### **Kiwanis:**

- Club had good success with the spaghetti dinner and TV auction. We will be bowling on February 2nd at Stardust.

#### **SWAN/RAILS**

- SWAN has had some issues last week which impacted the consortium's users and staff. There was a Server upgrade this past week. Slowness with Symphony Workflows and connecting to Enterprise, with occasional server unavailable message in Enterprise resulted with SWAN disabling the Novelist widget in Enterprise as it appears to be what is making excessive web services calls to our Symphony server.
- In addition, SWAN had a server migration this past week which resulted in some disruption to Workflows and SIP connections. As of 1/17, SWAN appears to have resolved the issue.

**Staff:**

- We had some resignations this past month. Katie Torgerson from Circulation found a full-time position at Elmhurst College. Steve Andrekus had to resign due to family concerns. Krettler has filled the page position in Circ/Outreach.

**Friends:**

- The Friends met in January which featured a game night.
- We will be bringing a wish list to the February Friends Board meeting.

**Services:**

- Ongoing: Staff is working on developing procedures for passport services. The State Department is changing the training required.

**Other:**

- Harwood provided a building update noting the roof on the addition was in place before the big snowfall; new bathrooms are being worked on; the new stairs have been built; drywall framing and ductwork in in progress; they are getting ready for window frames; Com Ed will connect soon; waiting to hear update on new elevator delivery date. Approximately \$3 million has been spent to date. The project budget is still in good shape.
- Dogan reported the furniture pieces are tracking on budget and graphics will be the next part of the design process.

**New Business:**

***Disposal of Library Furniture and Equipment:*** Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of 1 server, 9 computers, 3 monitors, 1 coin sorter, 1 small boom box, 1 book cart, 8 tables. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

***Approval of Change Order Number Five:*** Staff would ask the Library Board to approve Change Order Number 5 in the amount of \$44,803.05 for water revisions made necessary by utility conflicts in Ardmore Avenue at original location. Includes excavation, piping, asphalt repairs and tree removal. McCleary moved to approve the change order number five. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

***Approval of Change Order Number Six:*** Staff would ask the Library Board to approve Change Order Number 6 in the amount of \$13,072.50 for the exploratory excavations in Ardmore and Central Avenue to determine possible water service tap locations/sizes. McCleary moved to approve the change order number six. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

***Approval of Change Order Number Seven:*** Staff would ask the Library Board to approve Change Order Number Seven in the amount of \$25,678.80 for fire sprinkler changes and fire department connection relocation made necessary by Village fire sprinkler plan review. McCleary moved to approve the change order number seven. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

**Unfinished Business:**

***Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the stub year beginning May 1, 2018 and ending on December 31, 2018:*** The SY 2018 amended budget is presented for library board approval. McCleary moved to approve the resolution for amending the budget of the Villa Park Public Library for the Stub Year beginning May 1, 2018 and ending

December 31, 2018. Hensley seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes: 4; No: 0; Abstain/Present: 0. Motion Carried.

**Department Reports:** No report.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be February 27, 2019, and will be held at the Iowa Community Center.

**Around the Table:**

De La Rosa, Hensley, and Hubbard had no report. McCleary reported he has his summer workshops scheduled.

**Adjournment:** McCleary moved to adjourn. De La Rosa 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 9:11p.m.

Respectfully submitted,

Kandice Krettl  
Recording Secretary