

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
February 27, 2019**

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

**Trustees Absent:** Tammy Hensley.

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

**Introduction of Visitors:** Sean Birmingham, Head of Public Services; Mark Bushhouse and Sean Leider, Williams Architects; Erin Damm, Virtual Services Librarian; Graham Harwood, CCS International.

**Public Participation:** Public Services Report. Damm presented information to the Board about the 100 Book Challenge and the Cookbook Club sponsored by the Friends of the Villa Park Library. The club meets once per month and will share several books per quarter. Birmingham noted staff is working on drafting Notary guidelines and passport acceptance agent training. The Computer Assistant position was filled.

[De La Rosa arrived at 7:06 p.m.]

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

**Approval of the Minutes of the 01/23/2019, Annual Meeting:** McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 01/23/2019, Regular Meeting:** McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she and Hill discussed the cold weather issues on January 29<sup>th</sup> and Hubbard reported the library remained open on January 30 and 31 as a warming center with limited services during the extreme cold weather the area experienced. Many other public libraries in the area were closed, as well as local offices. Staff members were commended for keeping the building open during this cold weather snap. A discussion was held about the library continuing to be a warming center for community members during extreme weather.

**Committee Reports:** Hill will contact Finance Committee members to schedule the next meeting.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for February 2019 and all was in order.

**Approval of bills/check register for February 2019 (FY 2019) in the amount of \$111,844.83:** McCleary moved to approve the check register for February 2019 in the amount of \$111,844.83. De La Rosa seconded the motion. A Roll Call vote of the 6 members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Approval of payout request number 8 to Wight Construction Services in the amount of \$547,182.52:** McCleary moved to approve the payout request number 8 to Wight Construction Services in the amount of \$547,182.52. De La Rosa seconded the motion. A Roll Call vote of the 6 members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Financial Reports:** Harwood provided a summary of the building project budget. Overall, the project is on budget.

**RAILS News:** Hodges reported RAILS Sparks Podcast featured a topic of Harassment in Libraries. There was also a program presented about Bullies and Trolls in libraries. RAILS is also presenting a webinar on Opiate Users in Your Library: From Behavior Management to Overdoses. RAILS has also created a video called “Dreams Take Flight @ Your Library” which Hill played during the meeting.

[Krettler arrived at 7:30 p.m.]

**Legislative Update:** Hill reviewed an email she received from the ILA regarding the increase to the minimum wage for the State of IL. A brief discussion was held about this increase and the ramifications to the library. De La Rosa asked about the status of the IMLS nomination and Hill reported that there have been no updates so far, but that we hope to hear an update in March.

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

- Dine-outs have been scheduled for upcoming months. Watch *The Resource* for details.
- The Cookbook Club is going well
- Murder Mystery play auditions are scheduled for August (The Friends already have several scripts to choose from)

**Report of Gifts and Programs Sponsorships:** Hill noted there was one donation this month in the amount of \$100.00 by an anonymous donor.

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

- Two “How are We Doing” comment cards from patrons.
- Thank you letter from Villa Park – Parks and Recreation.

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

**Library Director’s Report:**

**Building(s):**

- We have ordered shelving and six tables for the Phase 1 install—preparation for the move into the new addition/Phase 2.
- Michael McMahon has separated the curved shelving in Youth Services in anticipation of the move into the addition as well as its final move to the first floor.
- Self Checkouts: Staff will be looking to purchase new self-checkout units from Centec sometime during the building project. Centec can provide an additional service called MyPromo Receipt. See this site: <https://www.cen-tec.com/mypromo-receipt.html>
- Some library shelving was painted on February 8. A few more stacks will be painted in March.
- FOIA requests have increased due to the building project and have been related to certified payrolls with subcontractors.
- The library will need to close March 18<sup>th</sup> for three weeks to move into Phase 2 of the building project.

**Board Information:**

- Hubbard, Hill, and Krettler met with Marijana Ignjatovic, Engagement Manager from Executive Service Corps of Chicago to discuss the library strategic planning. I have placed their proposal and information about ESC in the board packet. I asked Marijana if she would be able to attend the March 27 Library Board meeting.
- Hill contacted the Board President on January 29 to discuss the cold weather issues and reported the Library is listed on the CRIS site as a warming center <http://dupagecris.org/index.php/find-resources/search-database>

- SWAN had their site updated with library closings for the January 29-30 dates <https://support.swanlibraries.net/news/2019-01/66582>
- Hill showed a post from on Andover Library's Facebook page that Krettler spotted.
- Hill updated the Board that there is currently proposed legislation being discussed about staff training and continuing education.

#### **Kiwanis/Rotary/Lions:**

- Successfully bowled on Feb 2—3 games over 100 and no falls.
- Krettler will be discussing the idea of a Story Walk with the Rotary Board. She hopes Rotary would be willing to fund a story walk. Here is some info <http://www.curiouscitydpw.com/storywalk/>

#### **SWAN/RAILS:**

- As SWAN's site indicated...No recent issues.

#### **Staff:**

- Sean Birmingham and Erin Damm have interviewed several applicants for the Computer Services Assistant. Birmingham and Jean Jansen continue to interview applicants for the Youth Services Associate. Krettler is accepting applications for the Circulation Assistant. Courtney Lubbering has joined the library as a page and is a former Willowbrook student.
- Krettler and Birmingham attended the Chamber of Commerce dinner on 2/27. Birmingham came back early. Krettler is accepting the Library's recognition of 40 year membership to the Chamber.
- There was a recent incident with a patron and staff member regarding a patron writing in library newspaper crossword puzzles.

#### **Friends:**

- The Friends voted to approve the Library's wish list for large print books, movies in the park, youth programming, indestructible books for preschoolers, etc. Wish list totaled \$3774.99.
- Content for the next issue of the Resource was discussed as well. The Friends will do a casting call for a reader's theater or play this August. With hope the renovation will be completed by the beginning of November.
- The Friends will have a presence at the Movies @ Cortesi as well as the August Concerts @ Cortesi.
- We are hoping the Friends will assist in funding a couple of prizes for a new library card design contest. Kandice felt this August / September would be a good opportunity to have the contest.

#### **Services:**

- Ongoing: Staff is working on developing procedures for passport services. Birmingham, Damm, and Krettler visited Glen Ellyn to review their setup. We received the forms from the Passport Services.
- Staff have continued to work on collection improvements. Pages have shifted the readers into the curved shelving while shifting the easy fiction onto shelving in the center of the library. This will facilitate the moving of collections in Phase 3.
- Programming will be mainly out of the library building this summer. We hope to schedule the summer reading kickoff and finale at Willowbrook and have a concert at the Gazebo on July 31.

**Other:** None.

#### **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 monitor, 1 computer, 1 receipt printer, 2 bookcases, 2 wall-mounted display cases, 14 computer chairs, 26 stacking chairs, and 1 shelving unit. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Koeller seconded the motion. A Roll Call vote of the 6 members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Approval to Renew Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace included):** The annual single family residence fee has been increased to \$253.48, plus a service fee of \$4.03 (total of \$257.51), effective May 1, 2019 and the annual apartment fee shall be \$207.37, plus a service fee of \$4.03 (total of \$211.40). McCleary moved to approve to renew library service to the City of Oakbrook Terrace. Luebker seconded the motion. A Roll Call vote of the 6 members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

**Annual Reports:** The Library Board will review the activities of the previous fiscal year and approve an annual report for the Village Board and the State Library (IPLAR: Illinois Public Library Annual Report). De La Rosa voiced a point of order on the village report. Hill explained the rationale for indicating construction completion date as Fall 2019. McCleary moved the annual report for the Village Board and the annual report for the State Library (IPLAR: Illinois Public Library Annual Report) be approved. Koeller seconded the motion. The motion carried on voice vote.

**Policy 215.1: Regular Review of Executive Session Minutes:** Revisions to reflect June and December for semi-annual review of executive session minutes. Luebker moved Policy 215.1, Regular Review of Executive Session Minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

**Discussion of Strategic Planning Proposal from Executive Service Corps.:** A discussion was held in regards to the strategic planning process. Luebker voiced concerns regarding working with consultants for a strategic planning process. Hubbard explained the process the board had followed in previous strategic plans. More information will be shared with board members about the previous planning process. Hill indicated she would contact Executive Service Corp and let them know the board would like to put the proposal on hold while they have further discussions.

**Unfinished Business:**

***Building Renovation/Expansion:*** Board members took a tour of the building addition.

**Department Reports:** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be Wednesday, March 27, 2019 at 7:00 p.m. at the Iowa Community Center.

**Adjournment:** De La Rosa moved to adjourn. McCleary 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 9:09 p.m.

Respectfully submitted,

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Dianne Luebker  
Secretary, Library Board of Trustees

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Kandice Krettler  
Recording Secretary