

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

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 p.m.

**Trustees Present:** Steve De La Rosa, Tammy Hensley, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** None.

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

[De La Rosa arrived at 7:03 p.m.]

**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 02/27/2019, Regular Meeting:** McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she, De La Rosa, Hensley, McCleary, and Hill attended the West Suburban Library Legislative Lunch on Friday, March 1. Senator Cullerton was in attendance, as was representatives from the Illinois Library Association and RAILS. Hubbard also reported that she met with Hill a few times to discuss progress on the building project.

**Committee Reports:** None. The Finance Committee will need to schedule a date to meet in May.

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

**Approval of bills/check register for March 2019 (FY 2019) in the amount of \$379,297.92:** McCleary moved to approve the check register for March 2019 in the amount of \$379,297.92. Hensley seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

**Financial Reports:** None.

**RAILS News:** Hodges reported nominations for the RAILS board are currently being accepted. Nominations close on March 29, 2019. Meetings are held throughout the state; the RAILS membership Standards Data Collection deadline is March 31; RAILS will be holding a member update on April 11<sup>th</sup>. Agenda items include: discussion on minimum wage in Illinois, Explore More, and the Soon to be Famous Illinois Author Project; there are also additional continuing education opportunities through the RAILS site as well.

**Legislative Update:** De La Rosa reported that American Library Association (ALA) is holding National Library Week from April 7-13 and they are also accepting nominations for "Stellar Library Worker" in observance of National Library Worker Day on Tuesday, April 9. De La Rosa also reported that census work is upcoming and the importance of promoting the census. He stated ALA is looking for a new Executive Director in Chicago.

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

- Friends General Meeting and Acrylic Painting event at Sugar Creek Golf Course on Wednesday, April 10<sup>th</sup>
- Upcoming Dine-Out events
- Friends will be offering crafts at the Wednesday night Kiwanis concerts; Monday night movies at Cortesi Park in August; and the Thursday night Concerts in the Park in August.
- The Friends will also be sponsoring a concert at the Ruggard Gazebo on Wednesday, July 31
- Members will be walking in the 4<sup>th</sup> of July Parade

**Report of Gifts and Programs Sponsorships:** Hill noted there were several gifts this past month.

**Correspondence:** None.

**Letters to Departing Staff Members & Thank You Letters:** There was a letter to departing staff member Lesley Cyrier.

**Library Director's Report:**

***Building(s):***

- Staff reviewed the furniture specifications with the interior designer. The furniture will go out to bid on April 2.
- The inspections for the new addition have gone well. We've scheduled the movers to come in on the 27th of March. Will inform the board on details at the meeting.
- The library was awarded the Per Capita Grant.

***Kiwanis/Rotary/Lions/Chamber:***

- Kiwanis toured the Homeland Security Training Center at the College of DuPage on March 20th.
- Krettler attended the Chamber's Recognition Dinner in February and collected the recognition plaque for the library. Trustee Hensley was also in attendance.

***SWAN/RAILS:***

- SWAN has worked on setting up due dates to reflect the library closing.

***Staff:***

- Michael Castellanos is our new Computer Services Associate.
- We will have a new Circulation Assistant sometime during April (date to be determined).
- Lesley Cyrier's last day of employment at Villa Park was March 22. We will hold off hiring a full time staff member until the end of construction.

***Friends:***

- Friends met on Tuesday, March 12th. Fundraising options were discussed.

***Services:***

- Ongoing: Programming will be mainly out of the library building this summer. We have scheduled the summer reading kickoff and finale at Willowbrook and have a concert at the Gazebo on July 31.
- Staff will explore how we can promote the census next year.

***Other:***

**Building Renovation/Expansion:** Harwood reported:

- Staff members have moved into the new addition today and helped to direct the movers as they began to bring over furniture and collections.
- The elevator is waiting on the state for inspections and should happen either this week or next week.
- Doors will be installed on Monday

- The temporary wall will be moved from one side of the stacks to the other to separate the construction area.
- The construction trailer will be moving this week
- Bollards will be installed by the drive-up book return
- Wheel stops are in place
- Roof work continues
- The building project is about 50% complete.

Dogan reported:

- Engineers did a walk through the building addition and are working on a punch list
- The punch list will go to Wight for corrections. Some items on the list may have to wait until the end of the project.
- Signage and graphics need to be made.

**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 Nintendo Wii, 1 wireless microphone, 3 computers, 6 monitors, 1 receipt printer, 2 pair of multimedia speakers, 2 outdoor WiFi antennas, 2 file cabinets, and 2 coffee tables. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Hensley seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

***Policy 316: Fund Balance Policy:*** Minor revisions include renaming of unrestricted fund balance and length of fund balance targets. Hensley moved Policy 316, Fund Balance Policy be approved. McCleary seconded the motion. The motion carried on voice vote.

A discussion was held about the capital replacement plan and recent gift money.

**Unfinished Business:** None.

**Department Reports:**

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be April 24, 2019 at Iowa Community Center.

**Around the Table:** De La Rosa shared that the Citizens Advocacy Center was celebrating its 25<sup>th</sup> Anniversary; Hensley reported she had voted early; Hodges shared that the Rockford Deputy who had recently been killed had been a Villa Park resident growing up and expressed her condolences to the family and those that knew him; Hubbard will be celebrating her birthday with a trip to New Orleans; Koeller shared it was Beverly Cleary's 102<sup>nd</sup> birthday; Luebker shared her grandson would be going to college on a soccer scholarship and that the Willowbrook Music Booster Club will host the annual Trivia Night and that she planned to participate on the team once again this year; McCleary reported he was preparing for upcoming workshops and some surgery soon; Harwood shared that his daughter won the Special Olympics gold medal for swimming.

**Adjournment:** McCleary moved to adjourn. Hensley 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 8:52 p.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary