

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 24, 2019**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 p.m.

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

Trustees Absent: Wanda Koeller.

Oath of Office for Newly Elected Officials: Secretary Luebker administered the oath of office to Tammy Hensley, Lydia Hodges, and Mark McCleary.

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: It was the consensus of the Board to move Dogan's and Harwood's building report to the top of the agenda.

[De La Rosa arrived at 7:05 p.m.]

Building Renovation/Expansion Reports: Harwood reported the following:

- Occupancy was granted to reopen the library building on Monday, April 15th. The elevator key was turned over in the late afternoon on Friday, April 12.
- The temporary walls were removed and rebuilt on the other side of the library stacks on both floors.
- Wheel stops were installed. After a brief discussion regarding the installed wheel blocks, Dogan stated that he would review options for larger wheel stops and fencing as possible additional protection.
- Parking lot lights were installed.
- The parking lot is scheduled to be completed on May 22 & 23. Hodges asked about the enter/exit process from the parking lot.
- The northwest entry area will be worked on over the next few weeks. The snow melt system will be installed and the concrete will be poured to begin forming up the plaza area outside of the building.
- The east infill project will begin next week.
- A new superintendent will be taking over, his name is Ron Sconza.
- Final roofing will be completed next week. Temporary roofing is on now, a few leaks have happened.
- De La Rosa asked about bike racks until the new ones are installed. Hill commented that she and Krettler have been looking at locations in the parking lot. Harwood suggested placing the bike rack near the entrance to the bookdrop just before the alleyway.
- Rooftop units holes have been cut in the precast and will be delivered in June.
- Harwood and Hill met to review the furniture bids that were received. Both were irregular and the furniture needs to be rebid. Hodges asked if bids were coming in higher and both Harwood and Dogan replied that the bids were coming in as expected.
- The penthouse roof was stripped and found to be deteriorated. All of the concrete between the membrane and gypsum was powder. Dogan commented that this was not structurally sound and needed to be fixed.
- Hill commented that staff members have received complaints about the drive-up book return. Dogan replied he has an email into Kingsley about the issues patrons have been experiencing.

- We are looking at the end of August for possible project completion.

Approval of the Minutes of the 03/27/2019, Regular Meeting: McCleary moved the minutes be approved. Hensley seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she had a few phone calls with Hill regarding updates on the building project over the last few weeks. On Friday, April 12, Hubbard met with Hill to discuss the progress on the building project and elevator inspections. Hill noted that the Village was great to work with during the inspection process, and she was appreciative of the staff and their time.

Committee Reports: Hill will contact the Finance Committee members with meeting date options next week.

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

Approval of bills/check register for April 2019 (FY 2019) in the amount of \$674,048.93: McCleary moved to approve the check register for April 2019 in the amount of \$674,048.93. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Hill mentioned that the Acitelli payment was final payment for the boilers maintenance agreement. De La Rosa asked about the old boilers and Hill replied she was having staff contact the State of Illinois to let them know about their removal. De La Rosa suggested contacting the state prior to demo. Hill also mentioned that she contacted the library's attorney, Ken Friker about allowing the Villa Park Police Department to access the security cameras if a situation ever came up that needed to be reviewed. Hill will include the memo of understanding at the next board meeting.

Approval of payout request number 9 to Wight Construction Services in the amount of \$735,447.98: McCleary moved to approve the payout request number 9 to Wight Construction Services in the amount of \$735,447.98. Hensley seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Hubbard asked how long the check request can be held. Hill replied the check will not be cut until certified payroll and waivers have been received from Harwood at CCS International. Once Harwood indicates approval, staff will cut the check for payment.

Financial Reports: None.

RAILS News: Hodges reported the following:

- The RAILS Board election is scheduled for Friday, May 17.
- Brookfield Zoo is holding a Summer Reading Club and libraries are invited to participate.
- The Soon to Be Famous Illinois Author Project (STBF) announced its first winner in their new manuscript contest. Hollie Smurthwaite of Chicago won for her contemporary fantasy novel *The Color of Trauma*.
- There are several continuing education opportunities coming up including: "Creating a Solution Centered Team"; "Building High Performance Teams" and also a webinar hosted by the RAILS Online Round Table about 20's and 30's programming on May 15th. There is also a Census 2020 Poster Contest coming out for kids in grades 4-12 beginning on May 1.

Legislative Update: None.

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

- The Friends recently held the Chick-Fil-A on Monday, April 15th. Supporters were also given a chance to spin a prize wheel for prizes donated by Chick-Fil-A. The dine-out event brought in \$120.00.

- Luebker is working with a local business to have a Friends tablecover made for outreach events and activities to further promote the Friends in the community.
- Upcoming dine-outs have been advertised in the new edition of *The Resource*.
- Luebker also mentioned that the “Final Answer” team won the Music Boosters Annual Trivia Night at Willowbrook High School for the 5th year in a row. Teams were comprised of 10 members, their team had 8.

Report of Gifts and Programs Sponsorships: Hill noted there were two Adopt-a-Magazine donations this month.

Correspondence: None.

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

Library Director’s Report:

Building(s):

- The furniture had to be rebid due to inconsistencies and errors from the vendors.
- We opened the new addition to the public on April 15. Staff worked hard on catching up holds and checking in items the first week we were open.

Kiwanis/Rotary/Lions/Chamber

- Kiwanis Onion drive is underway
- Birmingham will be the Lions Club new president this upcoming year.

Staff:

- Sean Birmingham and Jean Jansen will start interviewing for a part time Public Services Associate (Laura Maas position). Christina McPhail (Public Services Associate/Youth) has found a full time position at LaGrange Public Library. Paula Marchese (Circulation Assistant) has found a full time position as well (High School library) and will leave the library in August.

Friends:

- Friends met on Tuesday, April 10 prior to the painting class at Sugar Creek. The Chick Fil-A fundraiser was held on Monday, April 15.

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.

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 3 book carts, 3 computer chairs, and 2 desk chairs. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of Change Order Not to Exceed \$27,772.50: Staff would ask the Library Board to approve proposed change order #45 for an amount not to exceed \$27,772.50. This change order is for labor and material to remove, add dense deck and revise the insulation at the penthouse metal enclosure. McCleary moved to approve the change order #45 not to exceed \$27,772.50. Hensley seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Unfinished Business: None.

Executive Session: Personnel Matters: Evaluation of the Library Director: McCleary moved to go into Executive Session to discuss Personnel Matters: Evaluation of the Library Director. De La Rosa seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried. The Board went into Executive Session at 8:12 p.m.

McCleary moved to exit Executive Session. Hensley seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried. The Board exited Executive Session at 9:29 p.m..

Actions, if needed, after Executive Session:

McCleary moved to increase the Director's salary to \$104,800.00. DeLaRosa seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Department Reports: None

Planning of Future Meetings: Hubbard noted the next Board meeting will be May 22, 2019.

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 9:32 p.m.

Respectfully submitted,

Kandice Krettlar
Recording Secretary