

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
May 22, 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:**, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** Steve De La Rosa, Tammy Hensley.

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

**Introduction of Visitors:** Gary Pingel, Williams Architects; Graham Harwood, CCS International.

**Public Participation:** None.

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

**Building Renovation/Expansion Reports:** Pingel had no report. Harwood reported:

- Demo is pretty much done.
- The penthouse is empty. A few unforeseen conditions came up with the conditions of the walls and roof, which will need to be addressed.
- The first floor east addition foundation has been poured. The dividing wall is in place. Steel beams need to be added.
- Roofing work is pretty much done.
- Ductwork is done.
- Coping around the perimeter needs to be completed.
- Drywall framing has begun.
- Sprinkler pipes have been installed.
- Snowmelt system, concrete in plaza area and portable bike racks need to be completed.
- The bioswale will have a wooden (timber) guard rail which will be installed closer to the wheel blocks.
- Landscaping needs to be started.
- The furniture order is being finalized.
- The budget remains in a healthy position.

[Luebker arrived at 7:27 p.m.]

**Approval of the Minutes of the 04/24/2019, Regular Meeting:** McCleary moved the minutes be approved as revised. Koeller seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 04/24/2019 Executive Session Meeting:** McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the 05/16/2019, Special Meeting:** McCleary moved the minutes be approved as revised. Koeller seconded the motion. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported Hill's evaluation was complete. The board thanked Hill for all of her efforts over the past year and they look to another productive year.

**Committee Reports:** Hill reported there is a Finance Committee meeting scheduled for June 19, 2019.

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

**Approval of bills/check register for May 2019 (FY 2019) in the amount of \$55,673.31:** McCleary moved to approve the check register for May 2019 in the amount of \$55,673.31. Luebker seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Approval of payout request number 10 to Wight Construction Services in the amount of \$791,701.80:** McCleary moved to approve the payout request number 10 to Wight Construction Services in the amount of \$791,701.80. Koeller seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Financial Reports:** A brief discussion was held about Williams and their services.

**RAILS News:** Hodges reported RAILS encourages library staff to create L2 accounts for the online calendar that promotes continuing education for library staff. RAILS now has a Facebook page, but it is difficult to find.

**Legislative Update:** None.

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

- The Friends will be offering free crafts for kids attending the Kiwanis concerts at the gazebo in July on Wednesday nights.
- The Friends will be walking in the Fourth of July parade this year.
- The Friends are always looking for new fundraising ideas.

**Report of Gifts and Programs Sponsorships:** Hill noted there was one donation for the summer reading program.

**Correspondence:** None.

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

**Library Director's Report:**

**Building(s):**

- Work in progress. A new superintendent will start next week. His name is Mike Lynch.

**Board:**

- We received the draft of the audit late last week.
- Pay application 10 is included in the board packet. We need to ensure we keep the process moving for the subcontractors that are on the job.

**Kiwanis/Rotary/Lions/Chamber**

- Kiwanis still has onions for sale.
- Rotary held their annual golf outing on the 14th.

**Staff:**

- Amity Davis has been hired as a part time Public Services Librarian.
- Cristi VanderNaald will be working extra hours in Youth Services this summer to assist in youth programs.
- We will be hiring a temporary part time librarian to assist this summer.

**Friends:**

- Friends met on Wednesday, May 8.

**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 is working on implementing a new online service entitled CreativeBug. See online link at <https://www.creativebug.com/classseries/single/creativebug-site-tour-for-libraries>.

**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 one chair and two tables. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Luebker seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

***Non-Resident Library Card Participation:*** Annual action required for non-resident library card participation. McCleary moved to issue non-resident library cards during the ensuing 12 months (July 1, 2019-June 30, 2020), per Illinois law. Luebker seconded the motion. The motion carried on voice vote. The fee formula for the non-resident card would be the Tax Bill Method.

***Approval of Purchase of Service Desks from Library Furniture International in the amount not to exceed \$65,000:*** Staff would ask the Board to approve the purchase of service desks from Library Furniture International (LFI). Government pricing for the desks is offered through LFI as a participating vendor of TIPS-USA (The Interlocal Purchasing System) of which the library is a member. McCleary moved to approve the purchase of service desks from Library Furniture International in the amount not to exceed \$65,000. Koeller seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

**Unfinished Business:** None.

**Department Reports:** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be June 26, 2019 and that there is a Finance Committee Meeting scheduled for June 19, 2019 at 10:00 a.m.

**Around the Table:** Hodges reported parent/teacher conferences were going on. Hubbard wished everyone a great long weekend. Koeller was visiting North School for one minute readings. Luebker announced the library team won the Trivia Night at Willowbrook High School. Luebker also reported that her grandson in Tennessee would be graduating with honors. McCleary reported he would not be at the June meeting.

**Adjournment:** McCleary moved to adjourn. Koeller 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 8:42 p.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary