

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 26, 2019**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:04 p.m.

Trustees Present: Tammy Hensley, Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker.

Trustees Absent: Steve De La Rosa, Mark McCleary.

Also Present: Sandra Hill, Library Director, Kandice Krettler, Recording Secretary.

Introduction of Visitors: Andy Dogan, Williams Architects; Graham Harwood, CCS International; Michael Del Valle, Lauterbach and Amen.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: It was the consensus of the Board to move the report from Del Valle to the beginning of the agenda.

Auditor's Report:

Del Valle reported that the audit went smoothly and was very clean. Turner was organized and responsive to requests. Turner and her team did a great job. The auditor's letter reflects an unmodified opinion, which is the highest level that can be achieved.

Building Renovation/Expansion Reports:

Harwood reported:

- The external landscape retaining wall is in progress
- The curtain wall and glass installation is in progress
- Concrete was poured in the east addition
- The flagpole has been installed
- Fifty percent of the roof screens have been installed
- The guard rail was installed and is intact
- Williams will order larger concrete wheel stops along the bioswale
- Bioswale is not complete, more work needs to be done
- More landscaping will come in the next few weeks
- Drywall framing is complete
- Plasterboard on the second floor is being installed
- HVAC ducts are being installed
- Electric wiring is being completed
- There have been a lot of unforeseen circumstances with the penthouse: exterior will have new siding, a new roof will be put in place
- Furniture items have been ordered
- Staff are beginning to plan for Phase 3 of the project

Dogan reported:

- Signage has been reviewed for the interior of the building
- Mock-ups were printed and put up for staff to review fonts and letter sizes

Approval of the Minutes of the 05/22/19, Regular Meeting: Luebker moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 06/13/19, Special Meeting: Luebker moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 06/19/19, Finance Committee Meeting: Luebker moved the minutes be approved. Hensley seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met briefly with Hill for an update on the building project.

Committee Reports: None.

Report of the Treasurer: None.

Approval of bills/check register for June 2019 (FY 2019) in the amount of \$1,790,905.42: Luebker moved to approve the check register for June 2019 in the amount of \$1,790,905.42. 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.

Approval of payout request number 11 to Wight Construction Services in the amount of \$489,319.86: Koeller moved to approve the payout request number 11 to Wight Construction Services in the amount of \$489,319.86. Hensley 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 12 to Wight Construction Services in the amount of \$422,606.86: Hensley moved to approve the payout request number 12 to Wight Construction Services in the amount of \$422,606.86. 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:

Hill reported that the Com Ed bill reflected an energy savings using fewer kilowatts due to the new lighting in the building addition.

RAILS News: Hodges reported:

- RAILS election results were announced
- There is a My Library Campaign where libraries are encouraged to share the stories of their libraries
- Shedd Aquarium is offering special virtual visits to libraries. There are several topics that offer behind the scenes highlights
- A webinar will be held discussing minimum wage compliance tomorrow
- A member update will be held on July 18th
- Explore More Illinois is being offered to libraries
- More information is being made available encouraging libraries to help promote the upcoming census

Legislative Update: None.

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

- The next Dine-Out is July 1 from 2-8pm at I Dream of Falafel
- The Friends will be providing free crafts at the upcoming Kiwanis Concerts on Wednesday nights in July
- Members of the Friends will be participating in the 4th of July parade

Report of Gifts and Programs Sponsorships: Hill noted there was a donation for literacy from the Lions Club of Villa Park and three adopt-a-magazine donations this month.

Koeller asked about the Adopt-A-Magazine program and what titles were available. Staff will investigate and provide a list.

Correspondence: There was a brief discussion on three “How Are We Doing” comment cards.

Letters to Departing Staff Members & Thank You Letters:

A letter was sent to departing staff member Christina McPhail.

Library Director’s Report:

Building(s):

- Work in progress. Guardrail was installed and broken within one week.
- New flag pole was installed.
- Upon checking the history of the library, October 19th appears to be a good selection for the grand re-opening since it would mark the 50th anniversary of the dedication of the 1969 building. The Board agreed with the October 19th date.

Board:

- We would anticipate presenting a draft of the strategic plan at the July board meeting. Staff has been discussing goals and objectives.
- We have \$5000 in professional services this fiscal year and will be seeking some assistance from HR Source for review of our personnel policies.

Finance Committee:

- Committee met and discussed the audit of Stub Year 2018 as well as board action on transferring dollars to the Special Reserve Fund.

Kiwanis/Rotary/Lions/Chamber:

- Kiwanis concerts start next week.

Staff:

- We have no success in recruiting a temporary part time librarian to this point. We have posted a temporary assistant position as well.
- Birmingham, Jansen, Krettler and Hill stayed late on Friday, June 14 to man the building for Summerfest (in case of sudden storm or emergency). Krettler and Hill stayed late on Saturday, June 15. Birmingham worked a shift at the Fest as a Lions Club member. Staff worked on the Strategic Plan.

Friends:

- Friends met on Wednesday, June 12.

Services:

- Ongoing: Programming will be scheduled off site through September.

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 28 chairs, 1 microfiche cabinet, 2 carts, 1 overhead projector, 1 computer monitor, 1 printer, 6 vertical file cabinets, and 6 tables. Luebker moved to approve the disposal of obsolete and/or damaged equipment. 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.

SY2018 Audit Review and Approval: Luebker moved to approve the SY2018 Annual Financial Report. 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.

Board Review of Chapter 11 and Appendices of the “Trustee Facts File, 3rd Edition and Board Review of Chapter 3, “Personnel” of “Serving Our Public 3.0”: The Board discussed several points from their review.

Unfinished Business: None.

Department Reports: None.

Around the Table:

Hensley reported she returned back from vacation and has her grandkids for the whole summer. Hodges reported she had three funerals to attend. Her aunt had passed away. Hubbard wished Hill a happy birthday and a happy 4th to everyone. Koeller had a question about Oakbrook Terrace cards and Hill reported that the library contracts with the City of Oakbrook Terrace for library cards. Luebker was on her way to Tennessee to visit her daughter and would be celebrating a birthday soon. Hill reported McMahon would be having surgery tomorrow.

Adjournment: Luebker 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 9:50 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary