

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 24, 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: Lydia Hodges, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa, Tammy Hensley.

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

Introduction of Visitors: Andy Dogan, Williams Architects.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Building Renovation/Expansion Reports:

Dogan reported a lot is going on. By the time of the next Board meeting, there will be substantial changes to the building.

- The temporary wall has come down.
- The target date for partial occupancy is 8/15/19. Wight is saying it will be close.
- Ceiling tiles and light fixtures are being worked on.
- Outside work like planting and landscaping will hold off until September.
- The bioswale has been graded and seeded with grass seed.
- Furniture has been ordered and is estimated to be delivered around August 29th.
- Hallett will assist with moving.
- A proposal has been received to move Metamorphosis to the northeast corner of the library.
- Signage is being worked on.

Hill reported she was working with the Village Finance Director on the tax levy request for next fiscal year. Wight is slow in getting payouts submitted. Hill also reported that Hallett would be boxing up most of our collection in preparation to move. This would give staff the opportunity to begin taking down shelving and move shelving units into the renovated area of the library. Most collections will not be available for about one month. This is tentatively scheduled to happen on August 12.

Approval of the Minutes of the 06/26/19, Regular Meeting: Luebker moved the minutes be approved as revised. Koeller seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill, Rose, and Krettler on July 22 to discuss preparations for the Grand Re-Opening and Ribbon Cutting ceremony scheduled for Saturday, October 19 from 10:00 a.m. – 1:00 p.m.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for July 2019 and all was in order. Koeller inquired about what Call One, NMT Corporation, and Paddock Publications provided for the library. Hill stated Call One was the telephone service, NMT provided microfilming of local newspapers, and Paddock Publications was newspaper subscriptions.

Approval of bills/check register for July 2019 (FY 2019) in the amount of \$567,465.35: McCleary moved to approve the check register for July 2019 in the amount of \$567,465.35. 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 13 to Wight Construction Services in the amount of \$527,615.14: McCleary moved to approve the payout request number 13 to Wight Construction Services in the amount of \$527,615.14. 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.

Financial Reports:

Hill reported that the construction budget is coming along well.

RAILS News: Hodges reported:

- RAILS is still looking for a school library representative to be on their board.
- There will be upcoming Trustee training sessions in River Forest in August.
- There will be two upcoming RAILS round tables in August.
- ILA will hold a Trustee Day on October 24.
- Westchester Library won an IEEE grant for science kits in the amount of \$985.00.

Legislative Update: None.

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

- There was no meeting in July.
- The next dine-out will be held on August 7 at California Pizza Kitchen at Oakbrook Shopping Center.
- Two Movies in the Park will be held this summer. The first will be on August 5 and the second will be held on August 12 at Cortesi Park.
- The Friends will have an updated brochure soon with membership information.
- The Summer Reading Program Finale will be held on August 3.
- The next Friends meeting will be held at Ovaltine Apartments in the meeting room on August 14.

Report of Gifts and Programs Sponsorships: Hill noted there was one donation this month in memory of Mary Louise Philbin-Mocarski. Travel books will be purchased for both youth and adult collections.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: A letter was sent to departing staff member Andrea Finch.

Library Director's Report:

Building(s):

- Work is progressing. The Library's monument sign needs to be approved by the Village. The Zoning and Planning meeting will be held on August 8.
- The Library stayed open on Friday, July 19 from 5:00 to 8:00 p.m. as a cooling center.

Board:

- *Per Capita Grant Application requirement:* At least one board member should review a webinar on organization management.

Kiwanis/Rotary/Lions/Chamber:

- Kiwanis concerts are underway.

Staff:

- Krettler and Birmingham have been interviewing candidates for the circulation positions.

Friends:

- Friends have been attending the Kiwanis concerts and running the craft activities.

Services:

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

New Business:

Approval of Changer Order Nineteen in the amount of \$31,950.09: Staff would ask the Board to approve payment for undercut work completed in the north parking lot. McCleary moved to approve the change order nineteen in the amount of \$31,950.09. 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 Resolution authorizing transfer of \$500,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund: The Library Board's Fund Balance Policy indicates the Library Board may transfer monies to the special reserve fund if the unassigned fund balance reflects more than six months of operating expenditures. Staff would recommend transferring \$500,000 to the special reserve fund (\$172,000 of which was a bequest). McCleary moved to approve the resolution authorizing transfer of \$500,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund. 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.

Discussion of Draft of Strategic Plan 2020-2022: A brief discussion was held regarding the Strategic Plan 2020-2022 draft. Hubbard stated she felt it was thought out quite well, and requested that the Donor Wall project be added to the draft plan. Hill reported staff will finalize the draft document and bring it back to the board next month for approval.

Unfinished Business: None.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting will be held on Wednesday, August 28, 2019.

Around the Table:

Hodges announced her resignation from the Library Board effective immediately. She will be moving out of Villa Park very soon; Hubbard wished Hodges luck with her move, and a happy birthday. Hubbard reported she will be leaving for a river cruise/land tour in Prague and Germany; Koeller reported she attended her family reunion in Wausaki, Wisconsin. Over 100 family members attended; Luebker went to her daughter's house in Tennessee for the 4th of July, where her family held a surprise birthday party for her; McCleary reported he was taking off from workshops for the summer; Hill reported she would have a draft press release for the board to review at the next month's meeting for the board vacancy.

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 9:14 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary