

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES

Regular Meeting

Location: Villa Park Public Library—2nd Floor Workroom

Agenda

August 28, 2019 @ 7:00 p.m.

Roll Call and Establishment of Quorum

Introduction of Visitors: Andy Dogan, Williams Architects

Public Participation

Discussion of Revisions and Amendments to Agenda

Building Renovation/Expansion Reports

Approval of the Minutes of the July 24, 2019 Regular Board Meeting <V>

Report of the Board President

Committee Reports

Treasurer's Report

Approval of bills/check register for August 2019 (FY 2019) <R>\$607,921.71

Approval of payout request number 14 to Wight Construction Services in the amount of <R>\$431,223.20

Financial Reports

RAILS News/Legislative Update/Professional Development

Report of the Friends of the Library Liaison

Report of Gifts and Programs Sponsorships

Correspondence / Letters to Departing Staff Members & Thank You Letters

Library Director's Written Report

New Business:

- *Disposal of Library Furniture and Equipment* <R> Staff would ask the Library Board to dispose of obsolete, unneeded, and/or damaged furniture and equipment consisting of 1 cabinet, 1 cart, 9 chairs, 1 network rack, 2 file cabinets and 1 table.
- *Approval of Agreement for additional architectural services for the library expansion and remodeling project in the amount of \$29,500.* <R> The original contract with Williams Architects is expired and additional services are needed to complete the project.
- *Discussion of Agreement for additional architectural services for the design and construction of a new donor recognition feature in the lobby in the amount of \$4,900.*
- *Approval of Change Order Number Twenty Four* <R> Staff would ask the Library Board to approve Change Order Number Twenty Four in the amount of \$75,721.31 for winter conditions costs.
- *Approval of revisions to Library job descriptions.* <V>
- *Discussion of Library Trustee Vacancy.*
- *Appointment of Vice-President.* <V> Duties of the Vice-President: The Vice President, in the event of absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
- *Discussions of revisions to the 2020 Wage and Salary Chart.* Revisions include increasing the minimum for grade 1 by 8.98% and increasing all other grades by 2% and increasing the maximum for all grades by 2%.
- *Discussion on Certificate of Status of Exempt Property.*
- *Discussion of Resolution requesting the corporate authorities of the Village of Villa Park, Du Page County, Illinois, to abate portions of the 2019 and 2020 Library bond tax levies.*
- *Discussion of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year.*
- *Discussion on the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2020 and ending on December 31, 2020.*

Unfinished Business:

- *Approval of Strategic Plan 2020-2022.* <R> Key objectives include development of a new building maintenance plan, development and adoption of the special reserve's capital replacement plan, updating the technology plan, training staff on the new building system software, etc.

Planning of Future Meetings

Around the Table

Adjournment <V>

<V> = Voice Vote <R> = Roll Call Vote

The Villa Park Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Library Administrator at (630) 834-1164 promptly to allow the Library to make reasonable accommodations for those persons.