

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 28, 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: Tammy Hensley, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa.

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

Introduction of Visitors: Mark Bushhouse, Williams Architect; Graham Harwood, CCS International.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Building Renovation/Expansion Reports: Harwood reported:

- Second floor, Phase 2 is complete. A few things need to be put in.
- First floor:
 - Drywall has been completed
 - Floor leveling has been completed
 - Carpet will be installed on Tuesday
 - Ceiling grid/tiles about 30% complete
 - Lights are in
 - Books/bookshelves have been removed and boxed
 - Electric floor boxes have been installed
- Roof coping work is ongoing.
- East side of building panels need to be installed.
- Planting is scheduled for next week.
- The library will close September 3-6th and work will continue on finishing the parking lot, snow melt will be scheduled, ceiling blades will be installed, carpet will be installed, and stainless steel sinks will be installed.
- Work will start on the second floor shelving tomorrow.
- Service desks will be delivered between 9/30-10/4.
- Monument sign will be on the Village Board meeting for 9/9.
- The statue in front of the building will be moved over by the northeast corner of the library property by the bioswale.
- Wheel stops will be changed from yellow plastic to concrete over by the bioswale.

Approval of the Minutes of the 07/24/2019, Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met twice with Hill and Krettler to discuss the Grand Re-Opening event plans. Hubbard also reported she met with President Bulthuis on July 19th to discuss the monument sign.

Committee Reports: None.

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

Approval of bills/check register for August 2019 (FY 2019) in the amount of \$607,921.71: McCleary moved to approve the check register for August 2019 in the amount of \$607,921.71. 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.

Hill noted that there were a number of voided checks due to a printer issue.

Approval of payout request number 14 to Wight Construction Services in the amount of \$431,223.20: McCleary moved to approve the payout request number 14 to Wight Construction Services in the amount of \$431,223.20. 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: None.

RAILS News: Hill reported she would forward a link to the Board members to send a letter of support to Dick Durbin regarding IMLS funding. Hill also reported she would share a link with President Hubbard about the Macmillan e-book embargo.

Legislative Update: None.

Professional Development: Hill asked which board members were interested in attending the annual ILA Conference in October. De La Rosa, Hubbard, and Luebker have all expressed interest.

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

- The next monthly dine-out is scheduled to be held at MonteCasino Mexican Grill on Wednesday, September 18 from 11 a.m. – 9 p.m.
- The October dine-out will be held at Firehouse Subs on North Avenue on Wednesday, October 16 from 4 p.m. – 7 p.m.
- The November dine-out will be held at Dominick's Pizza & Pasta on Wednesday, November 6 from 10:30 a.m. – 11 p.m.
- The December dine-out will be held at Anyway's Pub on Tuesday, December 3 and Wednesday, December 4 from 11:30 a.m. – 1 a.m.
- The Murder Mystery Play, "Eat, Drink, and Be Murdered!" will be held on Friday, November 8, Saturday, November 9, and Sunday, November 10th.
- St. Nick's Mart is scheduled for Saturday, December 7 from 5:00 p.m. -8:00 p.m.

Report of Gifts and Programs Sponsorships: Hill noted there is one adopt-a-magazine donation this month.

Correspondence: The Board reviewed correspondence from the following:

- Two "How Are We Doing" surveys.

Letters to Departing Staff Members & Thank You Letters: There was a letter to departing staff member Paula Marchese.

Library Director's Report:

Building(s):

- We determined to close Sept 3-6 in order to have Wight work on the parking lot, landscaping, ceiling work, etc. Staff will work on moving some items over to workrooms and offices.

Some timelines on furniture and shelving from LFI.

Services Desks: Nienkamper desks—

- Due to ship 9/20
- They would arrive to our warehouse 9/23 – 9/27
- We could install 9/30 – 10/4
- If they arrive earlier in the week of 9/23 – 9/27, maybe we could install by end of week----but I won't know until 9/20 when they might arrive the following week

3branch maker tables-

- Due to arrive at LFI warehouse 8/26 - 8/30

Custom items---self check station, OPAC stations, cube seats

- This millwork vendor is delayed on everything we have on order with them (for multiple clients)
- Right now, they're trying to catch up on several orders that are past due
- I would say these items won't be any earlier than late September when we come do the desks.

TMC bench

- As of Friday 8/15, my notes say the drawings are still being reviewed / revised
- Please follow up with Meghann or Nora or Henry regarding details of what is not approved
- Until those are approved, I cannot provide a ship date

(From Carrie Kotera of Williams Architects: for reference, if you recall we are ordering the benches after all of the shelving is installed so we can verify the exact dimensions)

Shelving

Biblmodel browsing bins

- Due to ship 8/30
- They would arrive at LFI warehouse 9/9 – 9/13

Estey

- Due to ship 9/13
- They would arrive at LFI warehouse 9/16 – 9/20

From LIFI: I (Matt) would prefer to make 1 trip with Biblo + Estey shelving to install after 9/20

MJ

- These are the “add on” parts---uprights and shelf brackets
- Due to ship 10/2
- We are asking if they can improve on that

Board: Carolyn Turner created a Resource folder for each board member with the following

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

<https://www.webjunction.org/explore-topics/org-management.html>

<https://www.webjunction.org/explore-topics/manage-staff-training.html>

<http://www.techsoupforlibraries.org/blog/you-can-do-it-how-to-empower-library-staff-with-basic-tech-management-skills>

<https://infopeople.org/civicism/event/info?id=797&reset=1>

<https://infopeople.org/civicism/event/info?id=783&reset=1>

Kiwanis/Rotary/Lions/Chamber

- There will be a Rotary and Kiwanis Night Golf outing on Friday, October 4. Krettler noted there was a date change to October 11.

Staff:

- Krettler and Birmingham have been interviewing candidates for the circulation positions. One position was filled and another remains to be filled.

Friends:

- Friends met in August.

Services:

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

Other:**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 1 cabinet, 1 cart, 9 chairs, 1 network rack, 2 file cabinets and 1 table. 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.

Approval of Agreement for additional architectural services for the library expansion and remodeling project in the amount of \$29,500. The original contract with Williams Architects is expired and additional services are needed to complete the project. McCleary moved to approve the agreement for additional architectural services for the library expansion and remodeling project in the amount of \$29,500. 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 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. The Board indicated Hill should move forward with the agreement.

Approval of Change Order Number Twenty Four. Staff would ask the Library Board to approve Change Order Number Twenty Four in the amount of \$75,721.31 for winter conditions costs. McCleary moved to approve the change order twenty four in the amount of \$75,721.31. 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 revisions to Library job descriptions. Revisions were made to the job descriptions for Library Director, Deputy Director, Head of Circulation/Outreach, Head of Materials Services, Head of Public Services, Youth Services Manager, Adult Services Manager, Material Services Librarian, Outreach and School Librarians, Public Services Librarian, Virtual Services Librarian, Automation Services Coordinator, Circulation/Outreach Associate, Public Services Associate, Circulation/Outreach Assistant, Public Services Assistant, and Material Services Assistant. McCleary moved to approve the revisions to the Library job descriptions. Luebker seconded the motion. The motion carried on voice vote.

Discussion of Library Trustee Vacancy. The Board discussed the vacancy. Hill indicated she would work with the Board President on an application.

Appointment of Vice-President. 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. Hubbard nominated Hensley to serve as Vice-President until January 2020. McCleary moved to approve the appointment of a Vice-President. Luebker seconded the motion. The motion carried on voice vote.

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. The Board discussed the certificate.

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. The Board discussed the resolution and indicated staff should bring to next month's meeting for approval.

Discussion of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year. The Board discussed the resolution.

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. Hill reviewed budget revenues and expenditures with the Board. The Finance Committee will go over in more detail in September.

Unfinished Business:

Approval of Strategic Plan 2020-2022. 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. McCleary moved to approve the Strategic Plan 2020-2022. 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.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting will be September 25, 2019.

Around the Table:

Hensley reported she attended a program at Iowa Community Center discussing Solar Energy and rebates available to homeowners. Hensley also reported that she spoke to Donna Jelf's niece and that her niece was planning a move to Florida. Hubbard reported her sister was visiting from California and that they would be headed to Michigan for a few days. Koeller commented that she loved the Roald Dahl Day program that staff were planning. Luebker reported one of her grandsons was off to college and another was starting Kindergarten. McCleary reported he was having a tooth pulled on Friday and he is also planning on attending his High School Reunion for Proviso West.

Adjournment: Luebker moved to adjourn. McCleary 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 9:03 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary