

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 25, 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: Steve De La Rosa, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Tammy Hensley.

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

Introduction of Visitors: Andy Dogan, Williams Architects; Graham Harwood, CCS International.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Building Renovation/Expansion Reports: Harwood reported:

- We are getting near the end of the project, phase 3 is nearly complete.
- Snow melt system is being installed. Staff and patrons are currently using the Youth Program Room as a temporary entrance.
- Most of the shelving is up. Most of the books are back.
- LFI is scheduled to install shelving this coming Thursday and Friday.
- Hallett is scheduled to come Monday to put more books back on the shelves and move furniture.
- On Tuesday, the furniture will be coming and on October 2 the service desks will be installed.
- A few exit signs need to be lowered and a few cameras need to be adjusted.
- All of the carpeting has been installed.
- Items on the punch list are being worked on.
- St. A's parking lot has been seal coated.
- Landscaping still needs to begin.

Dogan reported:

- He reviewed the landscaping plan. The landscaping architect has to approve all plants before they are planted.
- Parking lot lights are still not fixed.
- Waiting on final delivery and installation of the vinyl.

Approval of the Minutes of the 08/28/2019, Regular Meeting: McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 09/16/2019, Finance Committee 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 had several conversations with Hill regarding the upcoming library closing from September 30 – October 2.

Committee Reports: The Finance Committee met on September 16th and discussed the budget and tax levy.

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

Approval of bills/check register for September 2019 (FY 2019) in the amount of \$691,936.89: McCleary moved to approve the check register for September 2019 in the amount of \$691,936.89. 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 15 to Wight Construction Services in the amount of \$689,022.47: McCleary moved to approve the payout request number 15 to Wight Construction Services in the amount of \$689,022.47. 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: Tax Distribution was discussed. The staff elevator needed to have the smoke detector feed repaired. This should have been included in the scope of work for the building project.

RAILS News: It was noted that RAILS programming is focusing on the Marketing in Libraries trend.

Legislative Update: None.

Professional Development: None.

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

- The Friends are in the midst of play rehearsals. All of the roles have been filled. Rehearsals are going well.
- Vendor applications for St. Nick's Mart will be available on October 1.
- The next Dine-Out will be Firehouse Subs on October 16.

Report of Gifts and Programs Sponsorships: Hill noted there was one donation this month.

Correspondence: The Board reviewed correspondence from the following:

- Dr. Seuss Illustrations

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

Library Director's Report:

Building(s):

Some updated timelines on furniture and shelving from LFI:

Services Desks: Nienkamper desks—

- Same install 9/30 – 10/4

3branch maker tables-Due to arrive at LFI warehouse 8/26 - 8/30

Same: 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.

Shelving

Bibliomodel browsing bins: No update from LFI

From LFI: Estey Shelving 9/26 and 9/27

Hill recommended closing a few days once shelving has been installed and furniture delivered. There will be a lot of vendor activity and staff will be making our service point changes and moves at this time.

Board:

- **Per Capita Grant Application requirement:** At least one board member should review a webinar on organization management.
- **Special Reserve Transfer:** Carolyn Turner will work with Sikich on the journal entry for the transfer of dollars the Library Board authorized.

Kiwanis/Rotary/Lions/Chamber:

- There will be a Rotary and Kiwanis Night Golf outing on Friday, October 11.

Staff:

- Krettler and Birmingham have been interviewing candidates for the circulation positions. Two positions are open.
- The Police department is providing active shooter training for village employees and library staff. We will be attending in October and this will be held at the police department.
- We have had a couple of staff members with family concerns these past months.

Friends:

- Friends met in September prior to their play rehearsal.

Discussion of Per Capita Grant Requirements: None.

Other: None.

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 bookcase, 4 chairs, 2 desks, 4 file cabinets, 2 computer monitors and 1 printer. McCleary moved to approve the disposal of obsolete and/or damaged equipment. De La Rosa 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 the Staff Holiday and Recognition Event: The Board discussed the Staff Holiday and Recognition Event. It was decided to move the event to January.

Unfinished Business:

Approval of revisions to the 2020 Wage and Salary Chart. Revisions effective April 2020 and 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%. McCleary moved to approve the revisions to the 2020 Wage and Salary Chart. Koeller seconded the motion. The motion carried on voice vote.

Approval 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. McCleary moved to approve the 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. De La Rosa 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 the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year. McCleary moved to approve the resolution setting forth the financial requirements of the Villa Park Public Library for the next fiscal year. De La Rosa 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 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. McCleary moved to approve 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. 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.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting will be Tuesday, October 29, 2019.

Around the Table:

De La Rosa reported St. A's Troop 199 would be taking over the pumpkin patch this year. They will be working with Fuel & Crème to sell pumpkins. Koeller asked if the library would have a paging system again and Hill reported that the library would as soon as the installation has finished. Luebker reported she was working on her Irish accent for the Friends play and also noted she recently saw her grandson playing soccer at college. McCleary reported he is working on a wooden bowl as his next project.

Adjournment: McCleary moved to adjourn. Luebker 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 9:09 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary