

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 29, 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, Tammy Hensley, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: None.

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

Introduction of Visitors: Graham Harwood, CCS International.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Building Renovation/Expansion Reports:

- Substantial completion as of 10/1/19 (excluding landscaping)
- Working on the punch list (Wight's superintendent has been onsite for about two weeks)
- There is a lot of training still owed to staff for building systems
- Parking lot lights still need to be corrected (they are too bright)
- The fence in the outdoor children's area needs to be moved back
- The felt screen for the High School Area has been ordered
- Hardware changes still need to be made
- Signage still needs to be installed
- Still looking to find someone who could let us know about whether or not Metamorphosis, the statue can be repaired

Approval of the Minutes of the 09/25/2019 Regular Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she had met a few times with Hill for updates on the Grand Re-Opening and bioswale. The Grand Re-Opening was a great event and well received. There were approximately 140 people in the room to listen to the welcome/ribbon cutting and many more visited throughout the day.

Committee Reports: None.

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

Approval of bills/check register for October 2019 (FY 2019) in the amount of \$549,765.25: McCleary moved to approve the check register for October 2019 in the amount of \$549,765.25. Hensley seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of payout request number 16 to Wight Construction Services in the amount of \$293,085.05:

McCleary moved to approve the payout request number 16 to Wight Construction Services in the amount of \$293,085.05. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: There are a few more tax distributions left this calendar year.

RAILS News: A brief discussion was held on the Macmillan Books embargo and the impact to libraries.

Legislative Update: De La Rosa reported he had attended some great sessions at the Illinois Library Association (ILA) Conference. Hubbard also reported that she attended a legislative program at ILA.

Professional Development: Hubbard reported she had viewed a video per the Capita Grant requirements. Hill has also viewed video training for the Per Capita Grant.

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

- The Friends were mentioned by President Al Bulthuis during his welcome speech the day of the Grand Re-Opening, the Friends appreciated the mention.
- The play is underway and members have been rehearsing. Thursday, November 7 will be the dress rehearsal, and then performances will be held Friday and Saturday evening and there will also be a Sunday matinee.
- The next dine-out will be held on November 6th at Dominick's Pizza and Pasta.

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

Correspondence: The Board reviewed correspondence from the following:

- Letter of congratulations and thank you from Arsey Miller
- Thank you letter from the Lions of Illinois Foundation

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

Library Director's Report:

Building(s):

- We have some punch list items as well as some other items to complete. Training on the new systems starts the week of 10/28/19.

Board:

- Per Capita Grant Application requirement: At least one board member should review a webinar on organization management. Hill provided a link to RAILS web page on this topic on tonight's agenda. RAILS has a web page indicating approved webinars : <https://www.railslibraries.info/news/169820>
- Hill asked the attorney to review the Library Policy 574: Circulating Petitions in the Library and Policy 570: Photographs in the Library. Some additional information on videotaping in the library: <https://www.oif.ala.org/oif/?p=18859>
- Hill included a draft of a memo of understanding with the police department for the library board to review and discuss.
- Holiday/Recognition Dinner: Allegra Banquets has the same room we were in last year available for the same price \$22/person on Friday Nov. 22nd. They also have Friday Dec. 6th available but in a smaller room. It was the consensus of the Board to proceed with December 6.

Kiwanis/Rotary/Lions/Chamber:

- Golf outing went very well. Hill would like to invite the Board to the Kiwanis Spaghetti Dinner on Friday, November 15. A mega raffle is featured as well. The drawing will be that evening.

Staff:

- The circulation positions have been filled. Dulce Maria De La Torre and Suzanne Lange have joined our staff. Birmingham is looking for a new computer assistant since Mike Castellanos has found full-time work.
- The Police department is providing active shooter training for village employees and library staff. Staff will be attending in October.

Friends:

- Friends met in September prior to their play rehearsal.

Other:

- Discussion of Per Capita Grant Requirements:
Hill viewed a webinar entitled 21st Century Librarians for 21st Century Libraries
RAILS provided a web page of webinars approved by the State Library:
<https://www.railslibraries.info/news/169820>

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 printer, 1 DVR, 1 voicemail server, 1 digital surround system, 1 computer, 1 computer monitor, 1 cassette boom box, and 1 wireless PC to TV system. McCleary moved to approve the disposal of obsolete and/or damaged equipment. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of Library Closings 2020/Early 2021: McCleary moved the Library Closings for 2020/early 2021 be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Library Board Meeting Schedule for 2020: McCleary moved the Library Board Meeting Schedule for 2020 be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 570 Photographs or Recordings in the Library: Discussion was held about the Revised Policy 570 Photographs or Recordings in the Library. It was decided to table this policy until next month.

Approval of Revised Policy 574 Circulating Petitions in the Library: Discussion was held about the Revised Policy 574 Circulating Petitions in the Library. It was decided to table this policy until next month.

Unfinished Business:

Discussion of the Staff Holiday and Recognition Event: A discussion was held about the Staff Holiday and Recognition Event. It was decided to keep the event at Allegra on Friday, December 6.

Department Reports: It was noted that the people counter needs to be replaced and staff will be working on that in the coming months.

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

Around the Table:

De La Rosa reported St. A's Eagle Scout Troop #199 held the pumpkin patch at Fuel and Crème. Pumpkins were nearly sold out! Hubbard wished everyone a happy Halloween. Koeller shared she will be traveling to

Florida to visit her father next week. Luebker reminded everyone about the Friends Murder Mystery Play which starts next week. McCleary announced that he was looking at workshops for next year and is signed up for eight.

Adjournment: McCleary moved to adjourn. De La Rosa 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 8:59 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary