

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
November 25, 2019**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 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:** Graham Harwood, CCS International; Emma DeJong and family; Lily Vannoy and family.

**Public Participation:** Winners of the Library Card Design Contest and their families were present.

**Discussion of Revisions and Amendments to Agenda:** None.

**Building Renovation/Expansion Reports:** Harwood reported:

- We are well under budget for the project
- There are still some furniture & building invoices outstanding
- The playground material for the surface of the outdoor storytime area was delivered today
- Pavement was fixed in the alley next to the retaining wall
- Limestone was added to the 215 property
- Landscape rocks need to be adjusted. Someone drove over new plantings to cut through to the church parking lot
- The cushion in the reading nook in Youth Services has been fixed
- The marquee sign still needs a few tweaks
- Bathroom sinks will be fixed in mid-December
- The divider in the teen area will be installed in mid-December
- The punch list is progressing. Wight is no longer in the building, so staff members have to deal with the workers.

Hubbard stated she is disturbed to hear that staff members are dealing with sub-contractors of Wight. Luebker asked if a letter could be generated asking Wight to only have sub-contractors on-site when Wight can have their own staff on-site.

A representative from Horn Steel came to the library to see if Metamorphosis can be repaired. The statue will be taken to Horn Steel's shop to work on her. She is not believed to be Corten steel. A discussion was held and the Board was in consensus that repairs for the statue should not exceed \$3,500.00.

**Approval of the Minutes of the 10/29/2019 Regular Meeting:** McCleary moved the minutes be approved. Luebker seconded the motion. It was noted that the Approval of payout request number 16 to Wight Construction Services in the amount of \$293,085.05 was not reflected in the minutes. The minutes were approved as revised. The motion carried on voice vote.

**Report of the Board President:** Hubbard reported she met with Hill a few times. Hubbard also reported that she spoke to Luebker at ILA about a celebration for staff to be held during National Library Week at Anyway's. A brief discussion was held, and Hubbard asked the Board to please consider and further discussion would be held in the future.

**Committee Reports:** Hill asked Department Heads to meet and review policies. Department heads were given a deadline of December 11. Hill will bring the policies back to the Board in January. Luebker asked if this could be pushed back until February.

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

**Approval of bills/check register for November 2019 (FY 2019) in the amount of \$854,241.55:** McCleary moved to approve the check register for November 2019 in the amount of \$854,241.55. 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.

**Approval of payout request number 17 to Wight Construction Services in the amount of \$104,364.69:** McCleary moved to approve the payout request number 17 to Wight Construction Services in the amount of \$104,364.69. 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:** There are a few more tax distributions left this calendar year.

**RAILS News:** Hill reported that the library is up and running with Explore More Illinois, which is a cultural pass program that allows Illinois public library cardholders to get offers from museums, park districts, historical societies, performing and visual arts centers, and other attractions. Explore More Illinois is free and can be accessed 24/7 from any computer, tablet, or smartphone. RAILS rolled this program out a few months ago.

**Legislative Update:** Hill reported she is working towards meeting the Minimum Wage mandate by the State of Illinois.

**Professional Development:** Koeller reported she submitted information to Hill last month.

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

- The play was very successful. The Friends brought in about \$1,840 dollars in revenue.
- There are currently about 15 vendors lined up for St. Nick's Mart. Each vendor is donating items for the raffle.
- The Friends are working towards having one meeting a year instead of quarterly. This will be discussed at upcoming meetings.

**Report of Gifts and Programs Sponsorships: Report of Gifts and Programs Sponsorships:** Hill noted there were eight donations this month. Also, there was a donation of artwork.

**Correspondence:** The Board reviewed correspondence from the following:

- Three "How are we doing" Surveys.
- Thank you letter from the Parks and Recreation Department of Villa Park.

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

**Library Director's Report:**

**Building(s):**

- Horn Steel took a look at Metamorphosis and indicated they would provide us with a quote to repair.
- Perfect Pavement installed the limestone at the neighbor's home on Ardmore and provided asphalt between the church's alley and the library's retaining wall.

- Hoppy's completed the landscape work. We continue to have cars drive through the landscaped area to the east (by the church's drive)
- We are waiting for signage order to be placed. There are some missing components on the end panels as well.
- Staff continues to get organized and settled into place.
- Staff is determining the best way to present flyers and brochures in the building. We are exploring options with Opto and have ordered a couple of magnetic boards from Koffler Sales.
- Krettler is attempting to find a coffee service for the vending area.

**Board:**

- Reminder that staff recognition is Friday, December 6 at Allegra.
- Managers will review and revise the policies which were brought to the Library Board last month as well the meeting room policy and additional circulation policies.
- A number of census groups have been using the Board Room for training.

**Kiwanis/Rotary/Lions/Chamber:**

- Kiwanis ran out of spaghetti at the Spaghetti Dinner. Very well attended event. Thank you for supporting.
- Kiwanis will be bell ringing on Saturday, December 7 at JCPenney's at Yorktown.
- Joyful Traditions is Saturday, December 7th.
- Rotary Holiday Dinner and Auction is Tuesday, December 3rd.

**Staff:**

- Birmingham has hired Eric Pena as a new part time computer assistant. Birmingham has interviewed three staff members for the full-time position in Public Services. Michelle Hoffman has accepted the full-time position in the Circulation/Outreach Department. Staff will be posting the part-time circulation assistant position in Circulation/Outreach.
- Staff is working on the new issue of the newsletter.
- We will be posting a part time maintenance position at 12 hours/week.
- Julie Patel, a part-time youth associate, resigned for a full time position.

**Friends:**

- Friends Mystery Play went very well. St Nick's Mart is Saturday, December 7. The Giving Tree display will be in place after Thanksgiving.

**New Business:**

***Library Board Vacancy: Interviews of Candidates for Library Board of Trustees:*** Three candidates were interviewed for the Library Board Vacancy.

***Disposal of Library Furniture and Equipment:*** Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of: 1 washer, 1 dryer, 1 signboard/bulletin board, 1 AV cabinet, 1 file cabinet, and 1 table. McCleary moved to approve the disposal of obsolete and/or damaged equipment. 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 Cleaning Service Agreement with Tenacious Cleaning Service, Inc. in the amount of \$46,320.00.*** Staff would ask the Library Board to approve the revised agreement with Tenacious Cleaning Service, Inc. to accommodate the increased space. McCleary moved to approve the Cleaning Service Agreement with Tenacious Cleaning Service, Inc. in the amount of \$46,320.00. 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.

**Discussion of Per Capita Grant Application:** Hill noted this will be in the packet again next month. Hill reported we did receive this year's dollars. \$27,380 was deposited into Illinois Funds.

**Unfinished Business:** None.

**Executive Session: Employment/Appointment Matters: Library Trustee Appointment:** McCleary moved to go into Executive Session to discuss Employment/Appointment Matters: Library Trustee Appointment. Luebker seconded the motion. A Roll Call of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried. The Board went into Executive Session at 9:05 p.m.

McCleary moved to exit Executive Session. 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. The Board exited Executive Session at 9:11 p.m.

**Actions, if needed, after Executive Session:** McCleary moved to select Deborah Canale for the Library Trustee Appointment. Hensley seconded the motion. The Motion Carried on voice vote.

**Department Reports:** None.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be Thursday, December 19, 2019.

**Around the Table:**

Hubbard wished everyone a Happy Thanksgiving. Koeller shared that she won the Kiwanis Club of Villa Park raffle at the Spaghetti Dinner. Luebker shared that she will be cooking for Thanksgiving. McCleary shared that he will be signed up for eight workshops throughout 2020.

**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 9:21 p.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary