

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 19, 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; Deborah & Dan Canale and family.

[De La Rosa arrived at 7:02 p.m.]

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Oath of Office for Newly Appointed Trustee, Deborah Canale: Secretary Luebker administered the Oath of Office for newly appointed Trustee, Deborah Canale.

Building Renovation/Expansion Reports: Harwood reported:

- The outdoor youth area has been completed. The concrete and cushioning materials have been installed.
- Two doors were installed that we were waiting on. One still needs to be corrected.
- We are waiting on the felt partition for the Teen Area to be installed on the Second Floor.
- Staff members are working on an external punch list.
- He and Hill are working on the Capital Replacement Plan as part of the Strategic Plan. We need to plan for future replacements of:
 - Building systems
 - Carpet, furniture, fixtures, etc.
 - Roofing
 - Parking lot

Dogan reported the punch list is going more slowly than we thought it would. Dogan also presented some additional donor wall samples for discussion. A discussion was then held about the donor wall.

Approval of the Minutes of the 11/25/2019, Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 11/25/2019 Executive Session Meeting: McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard asked the Board to revisit the discussion about the Staff celebration recognizing staff and their efforts during construction. A brief discussion was held and it was agreed that the Board would look at the week of National Library Week (April 19-25) for this event, and Tuesday, April 21, 2020 was a possibility. Board members were asked to think of ideas and further discussion would be held at the January meeting.

Committee Reports: None.

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

Approval of bills/check register for December 2019 (FY 2019) in the amount of \$511,566.65: McCleary moved to approve the check register for December 2019 in the amount of \$511,566.65. 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: The Financial Reports were reviewed.

RAILS News: Staff recently discovered that RAILS offers a Dell purchasing discount for computers. Hill asked our Automation Services Coordinator, Sand, to look into the offer. Our library is now up and running with Explore More Illinois, which is another type of service similar to the Museum Adventure Pass.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported that the Friends held St. Nick's Mart and were happy with the event. There were 22 vendors signed up and attendance was about 200. The Friends were in attendance and sold raffle tickets for the event. The next scheduled Dine-Out is scheduled for Monday, January 13, 2020 at Simon's Restaurant.

Report of Gifts and Programs Sponsorships: Hill noted there were two adopt-a-magazine donations and three donations this month.

Correspondence: The Board reviewed correspondence from the following:

- Thank you letter
- Certificate of Appreciation from Toys for Tots
- Christmas Card from DuPage Foundation
- How Are We Doing Survey

Letters to Departing Staff Members & Thank You Letters: There were letters to departing staff members Jawahir Javiad, Julie Patel and Kelly Womack.

Library Director's Report:

Building(s):

- Horn Steel removed the statue to their warehouse for repair. Andy will work with Horn Steel on design for the base of the statue.
- Ongoing: We are waiting for signage order to be placed. There are some missing components on the end panels as well.
- Ongoing: Staff continues to get organized and settled into place.
- Ongoing: Staff members are determining the best way to present flyers and brochures in the building.
- Ongoing: Krettler is attempting to find a coffee service for the vending area.
- Draft of capital replacement plan is included as part of the Director's Report. Graham Harwood from CCS has started work on this plan.
- Williams had a photographer out on Thursday, December 12. The photographer took photos for inclusion in the spring issue of ILA Reporter. We have documented the following patron remarks for consideration as well:

- “The library looks fabulous! The changes in the bathrooms are great, both environmentally and design-wise”.
- “I love all the quiet spaces and places for people to sit with laptops. I love all the new books and history section”.
- “The library turned out beautiful. I don’t mind paying my taxes now”.
- “I like how the library is furnished and modern”.

Board:

- Managers have met to review the meeting room policy, the study room policy, the petitions in the library policy, and the photographs in the library policy. Target date for the policy committee review is February. We have received the remarks/revisions from the attorney at HR Source for the personnel policies. Rose and Hill need to meet to start review of his suggested revisions.
- Ongoing: A number of census groups have been using the Board Room for training.

Kiwanis/Rotary/Lions/Chamber:

- Kiwanis rang bells for the Salvation Army on Saturday, December 7 at Jewel in Villa Park.
- Joyful Traditions was Saturday, December 7th.
- Rotary Holiday Dinner and Auction was Tuesday, December 3rd.

Staff:

- Denise Kuhr accepted the full time position in Public Services. Kelly Womack and Julie Patel have resigned as part time staff members. We have four part time public services positions open at this time.
- There are two part time positions that will not be filled in order to address minimum wage mandate.
- Staff believes a vendor has been found to assist with snow removal.
- The next issue of the newsletter will be in homes and businesses soon.

Friends:

- St. Nick’s Mart went well. Staff are working on a wish list for the Friends.

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 file cabinet and 4 tables. McCleary moved to approve the disposal of obsolete and/or damaged equipment. De La Rosa seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Discussion of Donor Wall: A discussion about the Donor Wall was held. Dogan of Williams Architects presented additional samples for the Board to review.

Discussion of Oakbrook Terrace Agreement: Hill reported she would be sending the agreement to the City of Oakbrook Terrace tomorrow. Kretler will attend the City Council meeting to provide an update once the meeting date has been determined in January or February.

Discussion of amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2019 and ending on December 31, 2019. A discussion was held about the amendments to the annual budget.

Unfinished Business:

Approval of Per Capita Grant Application: McCleary moved the Per Capita Grant Application be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Discussion of Staff Recognition and Holiday Event: A discussion was held about the Staff Recognition and Holiday event held at Allegra. The room was really nice and the food was delicious.

Executive Session: Semi-Annual Review of Executive Session Minutes: McCleary moved to go into Executive Session to discuss the semi-annual review of the Executive Session minutes. 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. The Board went into Executive Session at 8:58 p.m.

McCleary moved to exit Executive Session. Koeller seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried. The Board exited Executive Session at 9:04 p.m.

Actions, if needed, after Executive Session:

- McCleary moved to release Executive Session minutes for December 19, 2018; April 24, 2019; and November 25, 2019. 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.
- McCleary moved to approve the disposal of the verbatim records of Executive Session minutes older than 18 months. De La Rosa seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes: 6; No: 0; Abstain/Present: 0. Motion Carried.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be held on January 22, 2020.

Around the Table:

Canale thanked the Board for the opportunity to serve as a newly appointed Board member. De La Rosa reported he will be attending a swimming competition with his son. Hubbard reported she will be off to Mexico and then California for a few weeks. Koeller shared she sold her dad's car. Luebker will be headed off to Florida for a few weeks. McCleary reported he had surgery to have a pacemaker and wished everyone a Merry Christmas and a Happy New Year. Hill reported she would be off next week.

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 9:14 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary