

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
January 22, 2020**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:22 p.m.

Trustees Present: Deborah Canale, Steve De La Rosa, Pat Hubbard, Wanda Koeller, Mark McCleary.

Trustees Absent: Tammy Hensley, Dianne Luebker.

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

Introduction of Visitors: Graham Harwood, CCS International; Bob Wagner, Village of Villa Park Trustee.

Public Participation: Wagner asked about the contract with the City of Oakbrook Terrace and what the status was of the request. Hill reported Krettler was in attendance at the City Council meeting on Tuesday, January 14, 2020 and the City Council members seemed receptive to renewing the agreement.

Discussion of Revisions and Amendments to Agenda: Hubbard appointed Koeller to serve as Secretary Pro Tem for tonight's meeting.

Building Renovation/Expansion Reports: Harwood reported:

- The Board was handed a Project Budget Summary to review. The budget of \$10.6 million for the building project is still in good shape. There are some outstanding invoices, but everything should still come in under budget.
- Harwood reported the hand rail by the asphalt ramp near fence and the staff entryway at the back of the building still needs to be installed.
- Additional KI Furniture has been ordered.
- There is still a rather large punch list that needs to be worked through.

Hubbard asked about the timeframe to finish this list. Hill reported she worked with staff to organize and color code the items on the list and that we have seen more activity this past week with contractors in and out of the building to work on some of these tasks. Hill will request an update on the punch list from Wight at the next construction meeting.

De La Rosa asked about the light outside by the southwest side of the building. Hill reported they are working with the electricians to add some light to that side of the building.

Approval of the Minutes of the 12/19/2019 Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 12/19/2019 Executive Session Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Report of the Board President: None.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for January 2020 and all was in order.

Approval of bills/check register for January 2020 (FY 2019) in the amount of \$315,255.41: McCleary moved to approve the check register for January 2020 (FY2019) in the amount of \$315,255.41. 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 bills/check register for January 2020 (FY 2020) in the amount of \$23,391.58: McCleary moved to approve the check register for January 2020 (FY2020) in the amount of \$23,391.58. 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 payout request number 18 to Wight Construction Services in the amount of \$247,618.85: McCleary moved to approve the payout request number 18 to Wight Construction Services in the amount of \$247,618.85. 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.

Financial Reports: Staff was notified a disbursement from the DuPage Community Foundation in the amount of \$1,600.00 would be sent in March.

RAILS News: Krettler reported on some training opportunities RAILS was offering to library staff members including marketing training.

Legislative Update: De La Rosa reported information about a Missouri bill that under the parental oversight of public libraries bill, panels of parents would be elected to evaluate whether books are appropriate for children. Public hearings would then be held by the boards to ask for suggestions of potentially inappropriate books, with public libraries that allow minors access to such titles to have their funding stripped. Librarians who refuse to comply could be fined and imprisoned for up to one year. De La Rosa stated that the Missouri Library Association opposes the bill.

Professional Development: Hill reminded the board that the Legislative luncheon is scheduled for February 3 at 11:30 am.

Report of the Friends of the Library Liaison: None.

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

Correspondence:

- Thank you letter
- How are We Doing Survey

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

Library Director's Report:

Strategic Plan Update:

- Ongoing: Hill and Delaney are working on the capital replacement plan draft.
- Ongoing: Krettler, Birmingham, and Bradford are working on the meeting room policies and several other policies.
- Ongoing: We have a new safety team which has started the revision of the emergency response plan.
- Ongoing: Business office is working with a firm for a new appraisal of the library building, property, and assets.
- The Library received a favorable review as a passport acceptance agency (see letter).

- First Aid stations were installed.
- Ongoing: We have received remarks/revisions from the attorney at HR Source for the personnel policies. Rose and Hill will meet to start review of his suggested revisions.

Building(s):

- The statue is being worked on.
- Punch list was compiled into one document—we have had to add a couple of items.
- Ongoing: The signage has been ordered.
- Ongoing: Staff continues to get organized and settled into place.
- Ongoing: Staff is determining the best way to present flyers and brochures in the building.
- Adult Services staff is working on defining the different zones in the department (quiet zone, collaboration zone, etc.)

Board:

- Ongoing: A number of census groups have been using the Board Room for training.
- Census had a couple of staff here for a job fair on the 15th.
- The VFW is discussing the July 4 parade. There is discussion on moving the start time to 10:00 a.m.
- The Library is assisting the village in getting the word out about the importance of the census.

Kiwanis/Rotary/Lions/Chamber:

- Kiwanis has started planning summer concerts.
- Rotary has started working on their scholarship review.

Staff:

- The next issue of the Resource is being compiled. Birmingham is planning an after-hours music program.
- Krettler and Birmingham continue to conduct interviews for their department's open positions.
- Staff received a complaint about customer service which I will discuss at the meeting.

Friends:

- Friends are planning an after-hours Poetry Reading on Saturday, April 18.
- Friends have agreed to sponsor the two Movies in the Park this summer.

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 2 file cabinets. 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.

National Library Week (April 10-25): The Board held further discussion on the staff event scheduled for Tuesday, April 21 at 5:00 p.m. It was decided by the Board to close the library this day at 5:00 p.m. Hubbard asked for a motion. McCleary moved to close the library at 5:00 p.m. on Tuesday, April 21, 2020 for a staff recognition event to be held. De La Rosa seconded the motion. The motion carried on voice vote.

Unfinished Business:

Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2019 and ending on December 31, 2019: The FY 2019 amended budget is presented for library board approval. McCleary moved to approve the resolution for amending the budget of the Villa Park Public Library for the Fiscal Year beginning January 1, 2019 and ending December 31, 2019. 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 would be February 26, 2020.

Around the Table:

De La Rosa shared the Scout Spaghetti Dinner will be held on February 16, 2020. Tickets are available for purchase. Hubbard reported she would not be in attendance at the February Board meeting. Koeller reported she had been a Comcast customer since 1991 and recently made the switch to AT&T due to pricing.

Adjournment: McCleary moved to adjourn. Canale 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 9:30 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary