

# VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES

## Regular Meeting

Location: Villa Park Public Library (Board Room)

## Agenda

February 26, 2020 @ 7:00 p.m.

Roll Call and Establishment of Quorum

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

Public Participation

Discussion of Revisions and Amendments to Agenda

Discussion:

- *School District 45 Presentation by Superintendent Dr. Anthony Palmisano: At its December 16, 2019 Board of Education meeting, the School District Board of Education discussed their resolution to "provide for and require the submission of a proposition issuing school building bonds to the voters of the district at the March 17, 2020 general primary election." As a courtesy to the Library Board, Dr. Palmisano will update the Library on the District's plans.*

Building Renovation/Expansion Reports

Approval of the Minutes of the January 22, 2020 Regular Board Meeting <V>

Approval of the Minutes of the January 22, 2020 Annual Meeting<V>

Report of the Board President

Committee Reports

Treasurer's Report

Approval of bills/check register for February 2020 (FY 2020) <R>\$352,015.72

Approval of payout request number 19 to Wight Construction Services in the amount of \$37,232.70<R>

Approval of payout request number 20 to Wight Construction Services in the amount of \$307,197.67<R>

Financial Reports

RAILS News/Legislative Update/Professional Development

Report of the Friends of the Library Liaison

Report of Gifts and Programs Sponsorships

Correspondence / Letters to Departing Staff Members & Thank You Letters

Library Director's Written Report/Strategic Plan Update / Annual Certification 2020

New Business:

- *Approval to Renew Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace included) <R> The annual single family residence fee has been increased to \$258.29, plus a service fee of \$4.03 (total of \$262.32), effective May 1, 2020 and the annual apartment fee shall be \$211.31, plus a service fee of \$4.03 (total of \$215.34).*
- *Annual Reports <V> The Library Board will review the activities of the previous fiscal year and approve an annual report for the Village Board and the State Library (IPLAR: Illinois Public Library Annual Report).*
- *Approval of revisions to 2020 Wage & Salary Chart <V> Staff would recommend raising the Grade 1 minimum to \$11 and the Grade 2 minimum to \$13. Also, moving the revision date to May 1, 2020.*
- *Approval of revisions to Policy 400 Employment At Will; Policy 402 Equal Employment Opportunity Statement; 402.1 Reasonable Accommodations; 403 Nondiscrimination and Anti-Harassment; 406.2 Workplace Security and Inspections; 410 Filling Positions; 410.3 Hiring Minors; 410.4 Orientation of New Employees <V> The Library contracted with HR Source for an attorney to review library's personnel policies. These revised policies are presented to the Library Board for their approval.*
- *Approval to remove Policy 407 Definition of "Immediate Family"; 410.1 Filling Positions From Within<V> The Library contracted with HR Source for an attorney to review the library's personnel policies. These policies are presented to the Library Board for removal as components of the policies were incorporated into other policies.*

Unfinished Business: None

Planning of Future Meetings

Around the Table

Adjournment <V>

<V> = Voice Vote <R> = Roll Call Vote

The Villa Park Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Library Administrator at (630) 834-1164 promptly to allow the Library to make reasonable accommodations for those persons.