

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 26, 2020**

Call to Order: Vice-President Hensley called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:07 p.m.

Trustees Present: Deborah Canale, Tammy Hensley, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa, Pat Hubbard.

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

Introduction of Visitors: Graham Harwood, CCS International.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Discussion: None.

Building Renovation/Expansion Reports: Harwood reported the following:

- The buzzy (felt) panels have been installed in the Teen area located on the second floor.
- The tree in the Youth Services Department has been fixed and is back on the wall.
- Staff will continue to work with Wight on the internal punch list. Progress is being made.
- The floor will need to be leveled (corrected) on the first floor in the Ohrman Room and upstairs in Adult Services near the windows. Plans are being made for some dates in March to have this work completed. Wight is doing this work with the subs and will be paying for the costs to have this done.
- Ceiling tiles will be replaced.
- We are still waiting on a few doors to be fixed/added (penthouse door and barn doors in the youth department).

Approval of the Minutes of the 01/22/2020, Regular Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the 01/22/2020, Annual Meeting: McCleary moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Report of the Board President: None.

Committee Reports: Policy committee needs to choose a date to meet to review policies and recommendations.

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

Approval of bills/check register for February 2020 (FY 2020) in the amount of \$352,015.72: McCleary moved to approve the check register for February 2020 in the amount of \$352,015.72. 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.

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

McCleary moved to approve the payout request number 19 to Wight Construction Services in the amount of \$37,232.70. 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.

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

McCleary moved to approve the payout request number 20 to Wight Construction Services in the amount of \$307,197.67. 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: None.

RAILS News: Krettlter reported on RAILS offerings including a video created promoting libraries called, "Elders of the Internet" featuring Nick Offerman; the Serving Our Public 4.0 is now available at a discounted price for RAILS libraries; Truly Great Children's Books of 2019 webinar will be offered on March 3; Librarian's Crash Course in Marketing webinar on March 10; and Getting It All Done: Goal Setting and Delegation Workshop on March 4; many more online education options are also available for library staff to access through RAILS.

Legislative Update: Krettlter reported she read about Trustee Forum Workshops scheduled on March 7 (in Springfield) and March 14th (in Oak Brook) in the most recent ILA Alert, the weekly email newsletter from the Illinois Library Association.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Dine-Out at Fuel and Crème raised \$80.00. The next Dine-Out, held in conjunctions with the Library's Trivia Night is scheduled for Tuesday, March 24 at Crazy Pour.

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

Correspondence: The Board reviewed correspondence from the following:

- Card from SWAN and the swan planter

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

Library Director's Report:**Board:**

- Ongoing: A number of census groups have been using the meeting rooms for training.
- Ongoing: The Library is assisting the Village in getting the word out about the importance of the census.
- Bank Services Fees: Turner provided the following information on bank service fees "Every month there are credit card fees that are on the Fifth Third bank statement. Occasionally there are fees charged by DuPage Foundation (administrative, investment, etc). Those two are the majority of what goes into bank service fees. Harris does charge us \$5 for the audit confirmations, and there is a 10 cent monthly transaction fee to move money from ProPay to Harris".
- Hill asked for a report on library web site downtime from J. Sand, the Automation Services Coordinator. Sand's report will be provided at the February Board meeting.
- Rose and Hill reviewed several personnel policies that are included in the board packet for approval.
- A packet of policies will be provided to the Policy Committee members at the February Board meeting. The Committee will need to set a date to meet.
- Hill will attend the HR Source one-day conference in March.

- Board and staff will need to take harassment training this year.

Strategic Plan Update:

- Ongoing: Staff continues to work on a draft of the capital replacement plan.
- Ongoing: Business office is working with a firm for a new appraisal of the library building, property, and assets.
- Ongoing: Policy work.
- Ergonomics: Met with Francyne at Interior Investments to discuss keyboard trays for several staff locations.
- The Library's Solution Squad is planning this year's Staff In-service Day scheduled on Friday, August 7.
- Staff met with a representative from Baker and Taylor (our main book vendor) to discuss their online tool.

Building(s):

- Ongoing: the statue is being worked on. Williams will provide information on the base to be provided by the Library prior to installation.
- Punch list was compiled into one document and reviewed on February 19.
- Ongoing: Building signage will be installed on March 2.
- Ongoing: Staff continues to get organized and settled into place.
- Ongoing: Staff are determining the best way to present flyers and brochures in the building. We have added 4 acrylic holders to the lobby area for adult flyers. We have used a product "Sola-Tiles" for the community bulletin board in the vending area.
- Done: Adult services staff have defined different zones in the department (quiet zone, collaboration zone, etc.)

SWAN:

- S. Birmingham attended the SWAN Committee of the Whole Meeting at Oak Brook Public Library on February 4. SWAN is working with EBSCO, a database provider, on consortium-wide pricing for online subscriptions to their databases. The Library would save dollars if they are successful.
- SWAN had some scheduled downtime this past week to address rebuilding of databases.
- The SWAN Catalogers Users Group met at the library in February. The staff at SWAN gave the library a planter to celebrate our renovation.

Kiwanis/Rotary/Lions/Chamber:

- Ongoing: Kiwanis has started planning summer concerts.
- Hill attended the Chamber of Commerce Installation Dinner on February 19.

Staff:

- The next issue of The Resource is being compiled. Birmingham is planning an after-hours music program.
- Whitney Martin is a new Public Services Associate. Desi Alvarez is a new Circulation Assistant.
- Krettlar and Birmingham continue to interview for two part time positions.
- Crockett has turned in her resignation as a part-time Public Services Associate. Birmingham and Jansen are working on filling her position.
- Delaney had a death in her family this month.

Friends:

- Friends are planning an after-hours Poetry Reading on Saturday, April 18.

- Friends had a fundraiser this past month. The next fundraiser will be at Crazy Pour on March 24 and will precede the Trivia Night.

Annual Certification 2020: None.

New Business:

Approval to Renew Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace included): 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). McCleary moved to approve the renewal of library service to the City of Oakbrook Terrace. Canale seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried.

Annual Reports: 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). McCleary moved that the annual report for the Village Board and the annual report for the State Library (IPLAR: Illinois Public Library Annual Report) be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of revisions to 2020 Wage & Salary Chart: Staff would recommend raising the Grade 1 minimum to \$11 and the Grade 2 minimum to \$13, and moving the revision date to May 1, 2020. McCleary moved to approve the revisions to the 2020 Wage and Salary Chart. Koeller seconded the motion. The motion carried on voice vote.

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: 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. McCleary moved to approve the revisions to Policy 400, 402, 402.1, 403, 406.2, 410, 410.3, and 410.4. Koeller seconded the motion. The motion carried on voice vote.

Approval to remove Policy 407 Definition of "Immediate Family"; 410.1 Filling Positions From Within: 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. McCleary moved to approve the removal of Policy 407 and 410.1. Luebker seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Department Reports: None.

Planning of Future Meetings: Hensley noted the next Board meeting will be March 25, 2020.

Around the Table:

Canale reported she visited Lake Geneva last weekend. She also plans on holding a private event at Fuel & Crème with a caterer. Koeller reported she applied for her passport, but discovered she needed to get a copy of her birth certificate in order to finish the process. Luebker reported she has enrolled in a Tai Chi class through Parks and Rec and has been enjoying it.

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 8:54 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kandice Kretler". The signature is fluid and extends to the right with a long, sweeping tail.

Kandice Kretler
Recording Secretary