

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 6, 2020**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01p.m.

Trustees Present: Deborah Canale, 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: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Building Renovation/Expansion Reports: Harwood submitted a written update on the building punch list, which Hill reported:

- Williams Architects needs to renew the punch list
- Landscape still has no substantial completion (we have one year)
- The concrete is in place and ready for that statue, Metamorphosis to return
- Ceiling tiles are scheduled to be replaced this week
- The Ohrman Room floor will be corrected to ensure it is level
- The cracked Marlite panels for the elevator will be repaired
- Richmond will be back out to correct the electric
- LFI will be out on Friday to bring shelving

Approval of the Minutes of the 02/26/2020, Regular Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she received regular updates from Hill about the building and staff during the closure.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for March 2020; April 10, 2020; and May 6, 2020 and all was in order.

Approval of bills/check register for March 2020 (FY 2020) in the amount of \$108,451.96: McCleary moved to approve the check register for March 2020 in the amount of \$108,451.96. 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.

Approval of bills/check register for April 10, 2020 (FY 2020) in the amount of \$61,738.31: McCleary moved to approve the check register for April 10, 2020 in the amount of \$61,738.31. Canale seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of bills/check register for May 6, 2020 (FY 2020) in the amount of \$380,940.01: McCleary moved to approve the check register for May 6, 2020 in the amount of \$380,940.01. Canale seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of payout request number 18A to Wight Construction Services in the amount of \$42,767.48: McCleary moved to approve the payout request number 18A to Wight Construction Services in the amount of \$42,767.48. 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.

Approval of payout request number 21 to Wight Construction Services in the amount of \$97,194.00: McCleary moved to approve the payout request number 21 to Wight Construction Services in the amount of \$97,194.00. Canale seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of payout request number 22 to Wight Construction Services in the amount of \$109,020.85: McCleary moved to approve the payout request number 22 to Wight Construction Services in the amount of \$109,020.85. Canale 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: None.

RAILS News: Krettler reported there was a COVID19 Webinar offered by RAILS scheduled for Thursday, May 14 from 2-4pm. Canale reported she was registered for this webinar.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends have not met recently due to COVID.-19. Election of officers may need to be delayed until the June meeting. More Brewing is willing to reschedule the Dine-Out Fundraiser. More details will be forthcoming.

Report of Gifts and Programs Sponsorships: None.

Correspondence: None.

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

Library Director's Report: Hill provided an overview of her report.

Strategic Plan Update: The Board discussed postponing the Donor Wall installation.

New Business:

Non-Resident Library Card Participation: McCleary moved the Board approve the Tax Bill Method be used for the fee formula for non-resident cards. Koeller seconded the motion. The motion carried on voice vote.

Discussion of CY2020 Budget Revenue and Expenditures: Hill reported DuPage County has approved a 90 day grace period for residents to pay their tax bills. A brief discussion was held about the CY 2020 Budget Revenue and Expenditures.

Discussion and approval of Library Reopening Plans, Hours, and Services: The Board reviewed the draft reopening plan and action steps staff created for the Library reopening, hours, and services. A brief discussion was held. McCleary moved that the Board approve the draft reopening plan and action steps submitted. Koeller seconded the motion. The motion carried on voice vote.

Approval of Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois authorizing the transfer of \$784,751.05 from the Bond Proceeds Fund to the Villa Park Library's Debt Service Fund: McCleary moved the Board approve the Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois authorizing the transfer of \$784,751.05 from the Bond Proceeds Fund to the Villa Park Library's Debt Service Fund. 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.

Unfinished Business: None.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next meeting is scheduled for Wednesday, June 24, 2020 at 7:00 pm.

Around the Table:

Canale reported things are going well. School is going well and kids will be keeping their ChromeBooks through summer into the next grade level; De La Rosa reported he was thankful to be healthy and safe. Hubbard reported she is doing well and thankful every day; Koeller reported her dad turned 92 and is doing well. She called and sent a card; Luebker reported her Hawaii trip was cancelled, but that all was well; and McCleary reported he was missing workshops and he was thankful he was not teaching any longer.

Adjournment: McCleary moved to adjourn. Luebker 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 8:51 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary