

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 29, 2020**

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: Deborah Canale, Steve De La Rosa, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: None.

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

Introduction of Visitors: Michael Del Valle, Lauterbach & Amen

Public Participation: Kurt Kirchwehm, Villa Park resident. Kirchwehm shared concerns about the deterioration of his driveway from construction. He provided an estimate for a new driveway. The Board will review and discuss his request and follow-up after next month's board meeting.

Discussion of Revisions and Amendments to Agenda: None.

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

FY 2019 Audit Review and Approval: Del Valle reported that the audit went well, it was very clean, and Turner and Hill did a great job with communication as the audit was done remotely due to COVID. The auditor's letter reflects an unmodified opinion, which is the highest level that can be achieved.

Building Renovation/Expansion Reports: Hill reported:

- Hill and McMahan are discussing adding plants to the area near the statue. Everything has been cleared out in the corner.
- Humidity levels in building high
- Ceiling tiles have been replaced
- Hoppy's is due out August 10 to work on landscaping
- Staff will continue to plug away at the punch list with Wight and Hoppy's
- Staff have asked about air filters for the new units

Approval of the Minutes of the July 9, 2020, Regular Board Meeting: McCleary moved the minutes be approved as corrected. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the July 16, 2020, Finance Committee Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the July 20, 2020, Policy Committee Meeting: McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she discussed the Wight Construction letter with Hill.

Committee Reports: The Policy Committee will meet at 10:30 am on Wednesday, August 19 and the Finance Committee will meet on Thursday, August 20 at 10:30 am.

Report of the Treasurer: McCleary stated he had reviewed the check register for July, 2020 (FY 2020) and all was in order.

Approval of bills/check register for July, 2020 (FY 2020) in the amount of \$83,567.71:

McCleary moved to approve the check register for July, 2020 (FY 2020) in the amount of \$83,567.71 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.

Approval of payout request number 23 to Wight Construction Services in the amount of \$123,009.69:

McCleary moved to approve payout request number 23 to Wight Construction Services in the amount of \$123,009.69. 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.

Financial Reports: Hill reviewed the financial reports with the Board.

RAILS News: Krettler reported there was an upcoming webinar scheduled for Tuesday, August 4 with staff from OCLC, IMLS, and Battelle to learn more about the REALM Project. It's from 3:00 – 4:30 pm Eastern time. Registration is already full, so the webinar will be livestreamed on YouTube. Registration information can be found on the RAILS website. The new L2 calendar will debut in Mid-August. REALM Project Test 2 results were made available on July 20, 2020. Materials tested in this phase included: Braille paper pages; glossy paper pages from a coffee table book; magazine pages; children's board book; and archival folders. Magazine pages showed a trace amount of virus at four days (day 4 was the final time point tested), so these materials are now quarantined for seven days.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the following:

- The Friends of the Library are sponsoring two movies in August. They will be held at the Iowa Community Center on the first two Mondays in August (3rd and 10th).
- There will also be a Friends Dine-Out at Kyle's Corner Grill in Lombard on Wednesday, August 19 from 11:00 am – 8:00 pm.

Report of Gifts and Programs Sponsorships: None.

Correspondence: None.

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

Library Director's Report:

Board:

- Hill asked if emails for board packets were working. Hill would like to migrate to Microsoft OneDrive and would need to set up appointments with each board member to see if we can get each one into the Team we have set up.
- Hill discussed Sunday opening in the fall with staff. Staff would recommend delaying the opening of the library on Sundays this fall. The positivity rate in our region is on the increase with 7/21 at 4.0% and 7/22 at 4.2%.
- Hill discussed in person programming with staff as well. Staff are thinking of trying an in person craft program for adults but believe we should hold off on these as well.
- Mark Wight's response to the Library Board as well as the quote for plants for Hoppy's are included in the packet under correspondence.
- The finance committee discussed the transfer of unexpended dollars from last calendar year to the special reserve fund. Revenue from gifts and donations, interest, and unspent dollars in building

(contingency) make up the bulk of the \$600,000 the committee recommends transferring for future capital projects and repairs.

Strategic Plan Update:

- Capital Replacement Plan is on tonight's agenda for approval
- Administrative staff is in the process of boxing files for disposal. The library received permission from the State to dispose of a number of documents.
- Ongoing: Emergency Response Plan—the policy committee held a discussion on the pandemic portion of the plan. Managers will start reviewing and editing the document incorporating the policy committee's directives.

Building(s):

- HVAC controls had to be reviewed by Johnson since we noticed major discrepancies on the data presented.
- On July 27, Chicago Backflow perform the annual test on both devices.
- Hill included the packet of information from Harwood and Dogan on the UV question that De La Rosa asked at last month's meeting.
- The area to the northeast corner of the parking lot has been cleared out as did the church. We are looking to put a couple of trees in that area with plantings and benches around the statue.
- Two small bistro sets were purchased for the public to sit at in the front of the library.
- A separate memo and photos regarding the property owner at 215 S. Ardmore have been included in board packet materials.

SWAN:

- SWAN has increased their fees as well as the number of members. Glenside, Roselle, and Warrenville will be joining SWAN.

Kiwanis/Rotary/Lions/Chamber

- Kiwanis is meeting at Hi-View and is proceeding with peanut day fundraiser. A food drive is under way with the drop off at the library. Rotary have held Zoom meetings. Birmingham is the treasurer of the Lions Club.

Staff:

- The next issue of the Resource is being compiled for August and September.
- Julie Kennelly resigned from her part time position as Youth Services Associate. We have another part time position open in that department. Delaney and Hill will work on the budget to determine if we can hire one-two part time staff members.
- Hill will be on vacation on August 3 through August 9.

Humidity in the Library:

We have been experiencing a high level of humidity in the library building and have asked Williams to investigate with their engineers.

Library Hours:

More libraries are expanding their hours and staff discussed starting expansion of hours after Labor Day. Hours proposed would be:

Monday through Thursday: 10 am – 8 pm
 Friday: 10 am – 5 pm
 Saturday: 12 pm – 5 pm

We continue to explore cleaning service or housekeeper options for the every two hour cleaning of surfaces. Currently, staff is handling this cleaning. The quarantine of materials and the single person handling of the Pick

List for Holds process is taking a lot of staff time. It was the consensus of the Library Board to proceed with hours as proposed by Hill.

Filling Positions:

We will be looking to fill two part time positions in Public Services: we had a resignation from a Youth Services part time staff member who had been on a leave of absence. In addition, we will fill a part time position we had in Public Services prior to the shelter in place.

We promoted Circulation Page, MJ Frank, to the part time Materials Services position. Frank also works at the Franklin Park Library District.

New Business:

Discussion of Library Trustee Vacancy: McCleary moved to accept the resignation of Library Trustee Hensley. Koeller seconded the motion. The motion carried on voice vote. The Board directed Hill to post the vacancy on social media outlets.

Appointment of Vice-President: Hubbard appointed Koeller to the office of Vice-President.

Disposal of Library Furniture and Equipment: McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of 6 computer monitors and 4 access points. 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 Resolution authorizing transfer of \$600,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund: McCleary moved to transfer \$600,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund. 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 Capital Replacement Plan and Reserve Plan. McCleary moved to approve the Capital Replacement Plan and Reserve Plan. 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.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, August 26, 2020 at 7:00 p.m. The Policy Committee is scheduled to meet at 10:30 a.m. on Wednesday, August 19 and the Finance Committee is scheduled to meet at 10:30 a.m. on Thursday, August 20.

Around the Table: Canale reported she is preparing her kids for school. The school district is currently offering am/pm blended and remote learning as options. De La Rosa reported he attended the District 88 School Board meeting and they are starting with remote learning. They will reevaluate at the October 5 School Board meeting. Koeller had a question about fines and automatic library materials renewals. Luebker reported she was enjoying her garden and yard. McCleary reported all of the workshops he had registered for were cancelled. Hill reported she was starting puppy classes on Monday. Krettlar reported she enjoyed her time off with her family.

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 9:19 p.m.

Respectfully submitted,

Recording Secretary