

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES

Regular Meeting

Location: Villa Park Public Library (1st Floor Ohrman Room)

Agenda

January 27, 2021 @ 7:15 p.m.

Roll Call and Establishment of Quorum

Introduction of Visitors

Public Participation

Discussion of Revisions and Amendments to Agenda

Building Renovation/Expansion Reports

Approval of the Minutes of the December 17, 2020 Regular Board Meeting <V>

Approval of the Minutes of the January 9, 2020 Policy Committee Meeting <V>

Approval of the Minutes of the January 13, 2020 Finance Committee Meeting <V>

Report of the Board President

Committee Reports

Treasurer's Report

Approval of bills/check register for January, 2021 (FY 2020) <R>\$76,323.53

Approval of bills/check register for January, 2021 (FY 2021) <R>\$53,807.59

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

New Business:

- *Disposal of Library Furniture and Equipment* . <R> Staff would ask the Library Board to dispose of obsolete, unneeded, and/or damaged furniture and equipment consisting of 2 copiers, 7 personal computers and a set of lockers.
- *Approval of Change Order #41*. <R> Staff would ask the Library Board to approve change order #41 in the amount of \$22,115.17. This change order reflects two issues which the library, architect and contractor resolved. These issues were the steel work for the new addition and the concrete work for the Youth outdoor program area.
- *Approval of Final Payment to Wight in the amount of \$186,778.41*. <R> Staff would ask the Library Board to approve the final payment to Wight for the building renovation/expansion project.
- *Approval of Revisions to Policy 406, Personnel Records, Policy 410.2, Immigration Law Compliance, Policy 412, Introductory Period, Policy 414, Nepotism, Policy 415, Open Door Communications/Problem Solving Procedure, Policy 415.1, Whistleblower*. <V> Policy Committee reviewed these policies and would recommend Library Board approval.
- *Approval to Remove Policy 420, Schedule of Adjustment*. <V> Policy Committee reviewed this policy and would recommend Library Board approval.
- *Approval of Resolution authorizing transfer of \$333,009 from the Unassigned Fund Balance to the Library's Special Reserve Fund*. <R> The Library Board's Fund Balance Policy indicates the Library Board may transfer monies to the special reserve fund from the unassigned fund balance. Staff would recommend transferring \$333,009 to the special reserve fund at this time.

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, 2020 and ending on December 31, 2020*. <R> The FY 2020 amended budget is presented for library board approval.
- *Serving Our Public 4.0 and Per Capita Grant Application* : Discussion of the standards for Chapters 3 through 13. Rough draft of the per capita grant application to be reviewed.

Planning of Future Meetings

Around the Table

Adjournment <V>

- If members of the public are interested in attending in person, and are symptom free, face masks will be required and social distancing will be used to mitigate the community spread of disease. Attendance will be monitored at the door.
- Use Zoom meeting technology if you wish to provide live comment. Register in EventKeeper to receive the meeting invite.
- In addition, if you wish you may email questions to the Director at shill@vppl.info in advance of the meeting. If there are questions or comments, the Director will read these into the public participation portion of the meeting.

<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.