

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 26, 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: Tammy & Doc Hensley and Jennifer Hovanec.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda:

It was the consensus of the Board to move the Resolution honoring former Library Board of Trustee, Tammy Hensley, and Library Board Vacancy: Interviews of Candidates for Library Board of Trustees to the beginning of the agenda.

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

Resolution honoring former Library Board Trustee, Tammy Hensley, for years of service as a Library Board member. The Library Board thanked Hensley for her five years of service to the Library Board of Trustees and presented her with a token of their thanks.

Library Board Vacancy: Interviews of Candidates for Library Board of Trustees. The Library Board of Trustees interviewed the candidate Jennifer Hovanec for the current vacancy.

Building Renovation/Expansion Reports: Hill reported:

- Johnson Controls has been rescheduled to August 28 to come into the building to check humidity levels.
- The installation of the VAV (Variable Air Volume) box to control the temperature in the Board Room and Administration office has been scheduled to begin on August 28.
- We are still waiting on a part to repair Rooftop Unit (RTU) #9 in the Quiet Reading Room. The temperature is showing as 85 degrees.
- The Landscape Architect has been to the building. Hoppy's was also out to finish the landscaping. Williams stated that substantial completion has been done on the landscaping. There is still a punch list to be worked on. The Library is responsible for weeding the grounds.
- Hill is currently investigating companies to maintain the bioswale.
- We are still waiting on the light in the Book Drop room to be repaired.
- A cap is missing from a pendant light and needs to be replaced.

Approval of the Minutes of the July 29, 2020, Regular Board 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 and Hill had several phone conversations after the severe storm and tornado that came through the village. Hubbard and Hill talked about the possibility of purchasing a generator for the library since the library is a cooling/warming center.

Committee Reports: None.

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

Approval of bills/check register for August, 2020 (FY 2020) \$182,191.65:

McCleary moved to approve the check register for August, 2020 (FY 2020) \$182,191.65 in the amount of \$182,191.65. 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.

Financial Reports: Hill reported property tax money appears to be coming in. Hill will keep an eye on the numbers and watch for September's receipts.

RAILS News: The REALM Project Test 3 results were made available on August 18, 2020. Materials tested in this phase included: Talking book, USB cassette, DVD, Storage bag (flexible plastic), Storage container (rigid plastic), and Plexiglas. Results show that after five days of quarantine in an unstacked configuration, the SARS-CoV-2 virus was not detected on the storage bag (flexible plastic) or the DVD. The storage container (rigid plastic), Plexiglas, and the USB cassette all showed detectable virus at five days. Day five was the final time point tested. RAILS announced all materials going through the delivery system would be quarantined for 7 days. As a result, staff talked and decided to increase the quarantine time from 3 to 7 days for all library materials returned. Book donations will also be quarantined for 7 days.

Legislative Update: None.

Professional Development: Hill, Rose, Jansen, and Bradford attended a webinar on August 31, hosted by RAILS and presented by HR Source attorneys called *COVID-19: Employer Q & A*.

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

- The Friends held a Dine-Out at Kyle's Place on Wednesday, August 19. There was a good turnout.
- The Friends continue to receive membership renewals.
- The last meeting was cancelled due to the power outage.

Report of Gifts and Programs Sponsorships: Hill noted there was a \$300.00 donation from the Kiwanis Club of Villa Park.

Correspondence: The Board reviewed a letter received from departing staff member Juli Kennelly.

Letters to Departing Staff Members & Thank You Letters: The Board reviewed a letter sent to departing staff member Juli Kennelly.

Library Director's Report:

Board:

- The Finance Committee met on August 24 and discussed the draft tax levy, draft budget, building costs, and investments.
- Staff is exploring the installation of a power generator after the recent storm and power outage.
- Hill would ask the Policy Committee to explore meeting via Google meet.

Strategic Plan Update:

- Capital Replacement Plan Addendum is on tonight's agenda for approval
- Ongoing: Emergency Response Plan. Staff continue to work on this.

Building(s):

- Hill will meet with a representative from Johnson Controls to review settings and determine what is needed to control humidity in the building.
- Hill asked the interior designer to review the signage that was installed as well as examine the paint finishes in the board room.
- The landscape architect did issue substantial completion for the landscaping. There is a small punch list for landscaping.
- Harwood has contacted three firms for quotes on a 3 year maintenance plan for the bioswale in order to ensure native plants are propagated.

SWAN:

- Krettler is working with Principal Raul Gaston at Jefferson School and Stephanie Huizinga from District 45 in order to determine whether we can use school IDs with online collections via SWAN. This would most likely involve a revision to the intergovernmental agreement with the school district.

Kiwanis/Rotary/Lions/Chamber

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

Staff:

- Birmingham and Jansen filled the two part time positions in Public Services from within. Krettler will need to fill a part time Circulation Assistant position.
- Frank moved from her Page position to Material Services Assistant. A page position will also need to be filled.
- I will be on vacation on September 2 through September 4.

Other Activities:

- Staff has asked the Director of Parks and Recreation about placing a Little Free Library at North Terrace Park.
- Staff will be purchasing a bench for the children's outside area for parents to sit on during storytimes. We will be receiving a donation for this bench.

New Business:

Disposal of Library Furniture and Equipment: McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of 7 iPads. 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 New Policy: Policy 568.1, Face Coverings during the COVID-19 Pandemic: McCleary moved to approve the New Policy: Policy 568.1, Face Coverings during the COVID-19 Pandemic. Koeller seconded the motion. The motion carried on voice vote.

Discussion of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year. The Board held a discussion on the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2021 and ending on December 31, 2021. The Board held a discussion on the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2021 and ending on December 31, 2021.

Unfinished Business:

Approval of Addendum to Capital Replacement and Reserve Plan. McCleary moved to approve the Addendum to the Capital Replacement and Reserve Plan. 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.

Executive Session: Personnel Matters: Employment/Appointment Matters: Library Trustee

Appointment: McCleary moved to go into Executive Session to discuss Personnel Matters:

Employment/Appointment Matters: Library Trustee Appointment. 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. The Board went into Executive Session at 9:04 p.m.

McCleary moved to exit Executive Session. 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. The Board exited Executive Session at 9:08 p.m.

Actions, if needed, after Executive Session: McCleary moved to appoint Jennifer Hovanec to fill the Library Board vacancy. 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.

Department Reports: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be September 23, 2020 at 7:00 p.m.

Around the Table:

Canale reported that both of her kids had started the semester out with eLearning due to COVID-19. She also reported that she is a full-time substitute teacher for the school district. De La Rosa reported his daughter came in from Brooklyn for a visit and will be going to Oxford for a year as part of a year-long seminar. His other daughter is a teacher in Indianapolis and started her school year. Hubbard reported she is working on her house and recently had gutters and soffits added. Koeller reported both of her sons are working for Huntington and that she is writing a story for her 92 year old father. Luebker reported her grandson is in pharmacy school in Tennessee and is enrolled in online and in person classes. She also reported she will be visiting Door County with her other grandson soon. McCleary reported his September workshops have all been cancelled now. Hill reported she is going to start some home improvement projects. Krettler reported she was attending horseback riding lessons with her nieces and is enjoying the time spent with them.

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 9:23 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary