

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
Wednesday, September 23, 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: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Oath of Office for Newly Appointed Trustee, Jennifer Hovanec: Secretary Luebker administered the Oath of Office for newly appointed Trustee, Jennifer Hovanec.

Adjournment Sine Die: McCleary moved to adjourn sine die. De La Rosa seconded the motion. The motion carried on voice vote.

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to reconvene with the newly established board at 7:03 p.m.

Roll Call - Trustees Present: Deborah Canale, Jennifer Hovanec, Steve De La Rosa, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Building Renovation/Expansion Reports: Hill reported on the following building update:

- Humidity controls still need to be added to the rooftop units (RTU). RTU #9 was fixed yesterday.
- Staff found a small leak in the ceiling in a study room on the second floor after it had rained. Anthony Roofing was called out to inspect the leak. Hill commented that Anthony Roofing has been great to work with. They determined there was a missing cap on an overflow storm drain and the issue has been corrected.
- We are still working on the building punch list with Williams and Wight.
- Hill, Harwood, Dogan, and McMahan will meet via Zoom with the landscape architect.
- We are purchasing the highest rated MERV air filters for the building.
- Four quotes were received for the bioswale maintenance. An agreement has been signed to maintain and provide stewardship for the bioswale.
- The Board Room wall has been repainted and that room is now complete.

Approval of the Minutes of the August 24, 2020, Finance Committee Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the August 26, 2020, Regular Board Meeting: McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the August 26, 2020, Executive Session 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 spoke several times over the phone regarding building updates. Hubbard asked Hovanec to participate on the Policy Committee.

Committee Reports: The Policy Committee will meet on Saturday, October 10, 2020 at 9:00 a.m. The Finance Committee does not have an upcoming meeting scheduled at this time.

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

Approval of bills/check register for September, 2020 (CY 2020) in the amount of \$146,913.35: McCleary moved to approve the check register for September 2020 in the amount of \$146,913.35. Luebker seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

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

RAILS News: Krettlar reported RAILS has unveiled the new L2 (Library Learning) online calendar. Members have been asked to review and update their information. RAILS is also running a “My Library is...” marketing campaign and they are inviting libraries to share their social media and other marketing promotions.

Legislative Update: De La Rosa mentioned he read about Bill HR7486. This bill would establish a Library Stabilization Fund to respond to and accelerate the recovery from coronavirus. De La Rosa encourages the Board to reach out to representatives to encourage their support of this bill.

Professional Development: Hill shared information about the Illinois Library Association’s annual conference that will be held virtually this year. Interested Board members will need to sign up individually to attend.

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

- The Friends are looking at revamping monthly dine-outs.
- Memberships continue to come in.
- The next meeting will be held on Wednesday, October 14, 2020 at 7:00 pm. via Google Meet.

Report of Gifts and Programs Sponsorships: Hill noted there was a donation from the Kiwanis Club of Villa Park in the amount of \$300.00. The library will be using the funds to purchase an additional Little Free Library building to be installed by Villa Park Parks and Recreation staff at North Terrace Park this fall.

Correspondence: None.

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

Library Director’s Report:

Board:

- Hill experimented with Google Meet and felt it would not work as well as in-person Policy Committee meetings. With hope a Saturday morning meeting each month will work.
- Staff are working on two grants announced by the state library: PPE / Hill and the Back to Books / Gergets.
- Trustee By-Laws: Regarding vacancies and elections. “Vacancies on the Board may be filled by a vote of and appointment by the remaining Trustees. Such appointees shall serve until the next regular library election. At said election, a Trustee shall be elected to complete the remainder of the unexpired term.

However, if a vacancy occurs with less than 28 months remaining in the term and less than 88 days before the next election for Library Trustees, the person appointed shall serve the remainder of the unexpired term.”

Strategic Plan Update:

- Ongoing: Emergency Response Plan. Staff continues to work on this. We are making progress and are currently working on the Building Orientation Checklist.
- We have delivered the Little Free Library to Parks and Recreation for installation at North Terrace Park.
- Managers have discussed in-service options for staff and will start planning Lunch and Learns instead of closing a day for in-service. We may also incorporate some de-stress activity days as well (art therapy, mindfulness activities, therapy dogs, etc.)

Building(s):

- Hill met with two representatives from Johnson Controls to review settings and determine what is needed to control humidity in the building. Evidently, each unit is supposed to have a return air humidity sensor. The units installed have no sensors. Johnson is ordering the parts and will have their electrician install them.
- Anthony Roofing has traced a small leak in a 2nd floor study room to a missing cap on an overflow drain. The plumber has been contacted to install cap.
- The punch list is being worked on. There are a few items remaining (door, couple of locks, board room wall, new bench, pendant light rim).
- Williams is having the sign company revisit the library to work on a couple of punch list items.
- Hill has asked for an update from Williams on installation of carpeting owed to library on 2nd floor.
- Dogan, Harwood, McMahon, and Hill will meet with the landscape architect to review their latest revision of the punch list which had several items missing from the previous punch list. We are taking photos of trees which may not make it next year. Warranty expires a year from substantial completion (August 2020).
- We have moved forward with Davey Group for the bioswale maintenance for the next three years. Funds will be taken from the building project (\$7718)—4 visits per year and in spring 2021 additional native plants will be introduced into the bioswale.
- Administration staff is compiling a list of vendors from the construction project that we can be referred to for future repairs/assistance.

SWAN:

- Managers reviewed the catalog entry of new items in the Enterprise catalog. Staff reached out to SWAN and Baker and Taylor and on orders can now be viewed as “Being Acquired by the Library” which will appear at the initial screen hit. This sends a much better message to the patron viewing holdings.
- In addition, Jansen reported an issue to SWAN regarding the catalog not searching All Libraries and this was reset.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Ongoing: Kiwanis is meeting at Hi-View and is proceeding with peanut day fundraiser.
- Rotary has held Zoom meetings.
- Birmingham is the treasurer of the Lions Club and participated at the Spring Sweep/Fall Edition on Saturday, Sept 19. Hill participated as well as a member of the Environmental Concerns Committee.
- If the Chamber moves forward on a virtual shoebox parade for Joyful Traditions, the library will assist in the production and display of parade shoebox “floats”.

Staff:

- Krettler will be filling three page positions soon.

Strategic Plan Update: None.

New Business:

Approval of Agreement By and Among the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois and Kurt M. Kirchwehm and Kristin Kirchwehm, his wife, Related to Adjacent Property Boundaries: McCleary moved to approve the Agreement By and Among the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois and Kurt M. Kirchwehm and Kristin Kirchwehm, his wife, Related to Adjacent Property Boundaries. De La Rosa seconded the motion. A roll call vote of the seven members in attendance was taken. Yes-7; No-0; Abstain/Present-0. Motion Carried.

Discussion of Staff Recognition Event: The Board held a brief discussion about the Staff Recognition Event. Hubbard asked Board members to come to next month's meeting with ideas.

Unfinished Business:

Approval of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: McCleary moved to approve the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: Koeller seconded the motion. A roll call vote of the seven members in attendance was taken. Yes-7; No-0; Abstain/Present-0. Motion Carried.

Approval of 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: McCleary moved to approve 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. Koeller seconded the motion. A roll call vote of the seven members in attendance was taken. Yes-7; No-0; Abstain/Present-0. Motion Carried.

Planning of Future Meetings: Hubbard noted the next Regular Board meeting will be held on Wednesday, October 28, 2020 at 7:00 p.m. The Policy Committee Meeting will be held on Saturday, October 10, 2020 at 9:00 a.m.

Around the Table: Canale reported she was featured in the Villa Park Review for the bike registration event. De La Rosa announced that the Scout Pumpkin Patch will be held at Fuel and Creme and begins on October 2. Hovanec reported she was excited to be on the Board. Hubbard shared she will be attending an online presentation by Cantigny about the USS Missouri soon. Koeller reported she has written about 13 or 14 stories to share with her father and siblings. Luebker reported her fence will be fixed soon. It's been down since the beginning of August due to the storms that rolled through town. McCleary reported he has a one week workshop scheduled for the fall. Hill reported her puppy was at the vet for his neuter appointment today.

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 8:48 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary