

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
Wednesday, October 28, 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, Jennifer Hovanec, Pat Hubbard, Dianne Luebker, Mark McCleary.

Trustees Absent: Wanda Koeller.

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

Introduction of Visitors: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: Hubbard noted with the increased positivity rate in our region, she planned to keep the meeting to an hour or less and that “Around the Table” on the agenda will be skipped if the meeting lasts longer than one hour.

Building Renovation/Expansion Reports: Hill reported her building update was included in her written report. Hill noted that Johnson Controls was out to add the humidity sensors and that all rooftop units now have this device installed. Some items on the punch list still need to be communicated to Wight and Williams.

Approval of the Minutes of the September 23, 2020, Regular Board Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the October 10, 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 and Hill continue to meet to discuss updates with COVID-19 and the building.

Committee Reports: Hill reported that the Finance Committee needs to discuss a meeting date. The Policy Committee will plan on meeting the second Saturday morning of each month to discuss policy updates/changes.

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

Approval of bills/check register for October, 2020 (FY 2020) \$231,988.62: McCleary moved to approve the check register for October 2020 in the amount of \$231,988.62. 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: Hill reviewed the financial reports with the Board.

RAILS News: Hill reported that RAILS determined that based on the most recent results from the REALM study and on a recent review of the REALM data by staff from the Oregon Department of Health via the Oregon State Library, RAILS will be reducing the quarantine requirement for materials moving through delivery to three days (72 hours) effective Tuesday, October 27. The Library will continue to maintain a seven day quarantine period for all materials returned.

Legislative Update: None.

Professional Development: Hubbard shared a brief report about her virtual attendance at the online Illinois Library Association Annual Conference.

Report of the Friends of the Library Liaison: Luebker reported the Friends are taking a break from monthly dine-outs so as not to tax local restaurants already struggling due to COVID-19. The Friends will participate in the Joyful Traditions tree sponsorship and decorating. Luebker also reminded the Board that the Friends have an Amazon Smile account from which the Friends receive a percentage of purchases back every few months from Amazon.

Report of Gifts and Programs Sponsorships: Hill noted three Adopt-A-Magazine donations.

Correspondence: None.

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

Library Director's Report: Hill indicated there had been an online discussion on the Per Capita Grant application and review of *Serving Our Public 4.0* might be required. If this is the case, she would provide a written report to the Board. Hill noted she would provide access information and a monthly report on progress regarding *Serving Our Public 4.0*. The Library Board reviewed the draft Library Board calendar for 2021.

Building Update:

- Andy Dogan (Williams Architects), Graham Harwood (CCS International), Michael McMahon, and Hill met with the landscape architect. Some items from the May punch list will be put back onto the punchlist to be completed.
- Building punchlist items include one door, a couple of locks, finishing the humidity sensors, and fixing the Marlite on the public elevator on the second floor.
- Williams is purchasing a sign for the second floor and is working on getting the carpeting installed on the second floor.

Agenda Items:

- Generator Study: Eric Penney and Hill discussed the Library Board's wish to explore the installation of a generator for the library building. This proposal will start this process.
- Hours of Operation: Staff would request the Library Board to approve reducing library hours to 11:00 am to 7 pm on Monday through Friday and 12 pm to 5 pm on Friday and Saturday. Staffing public service desks has been and will continue to be difficult with the onset of flu and cold season, and Covid-19.
- State Election Day: The Library does not close on a number of state holidays. The Library's attorney indicated this would be a Library Board determination. Hill recommended remaining open for this state holiday for continuity of service to our community.
- Staff Recognition Event: Staff investigated options for recognizing staff this year in lieu of the Board/Staff/Volunteer dinner. Gift cards are taxable income as opposed to food, plants, mugs, plaques, etc. Staff Recognition Dinner budget line is \$1200.

Board:

- Policy Committee will be receiving a draft of the emergency response plan to review at the November 14 policy meeting (9 am).
- Finance Committee: We need to meet to discuss revising the fund balance policy and revisions to the 2020 budget. Please bring your calendars.
- Hill asked Rose to send the link to the sexual harassment training prevention available through the Illinois Department of Human Rights. This training must be completed annually.

- As stated earlier, the next Per Capita Grant application may be delayed this year. The application is usually due January 15, but there have not been any emails from the State indicating what the requirements will be. There has been discussion of a full review of the new *Serving Our Public 4.0: Standards for Illinois Public Libraries*. Hill included some of the checklists and made some notes and will be writing up formal reports in the next couple of months.

Strategic Plan Update:

- Ongoing: Emergency Response Plan. Draft was provided to Policy Committee.
- Another free library will be installed at Lions Field/Wilder Park due to a donation from the Lions Club.

SWAN:

- Nothing to report.

Kiwanis/Rotary/Lions/Chamber/Outreach:

- Ongoing: Kiwanis will start meeting via Zoom until restrictions are lifted.
- Rotary has held Zoom meetings.
- Birmingham worked with the Lions Club on donations to various organizations. Lions determined to sponsor a Little Free Library at Lions Field.
- Joyful Traditions will be modified this year but will take place. We are trying to determine if we can work with the Chamber and the Village on a Story Walk along the prairie path.
- Impact Villa Park is an organization created by DuCap, a 501C3 organization. They work with middle and high school students. Hill has asked Davis, our tween/teen librarian to reach out to the organization.

Staff:

- Three staff members participated in the ILA Virtual Conference this year.
- Krettler filled the three Page positions. The new staff members are: Madelyn Baygood, Mary Kaina, and Colleen Ryan.
- Krettler will be interviewing applicants for the Housekeeper position. This individual(s) will assist in the ongoing disinfecting of surfaces.

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 2 Epson receipt printers, 2 Dell personal computers, 1 Dell laptop and 1 Sentry Master People counter. De La Rosa 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 proposal from Sheehan Nagle Hartray Architects for a Generator Study for an amount not to exceed \$10,000: McCleary moved to approve the proposal from Sheehan Nagle Hartray Architects for a Generator Study for an amount not to exceed \$10,000. Hovanec seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-5; No-1; Abstain/Present-0. Motion carried.

Approval of Revisions to Current Policies: Policy 102, Mission Statement; Policy 103, Vision Statement: McCleary moved to approve current policies: Policy 102, Mission Statement; Policy 103, Vision Statement. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of New Policy: Policy 103.2, Values Statement. McCleary moved to approve new policy: Policy 103.2, Values Statement. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Hours of Operation to Public due to Pandemic: McCleary moved to approve the Hours of Operation to Public due to Pandemic. Luebker seconded the motion. The motion carried on voice vote.

Library Board to determine to open or close on Tuesday, November 3, 2020/State Election Day: McCleary moved to remain open on Tuesday, November 3, 2020/State Election Day. Canale seconded the motion. The motion carried on voice vote.

Approval of Library Closings: McCleary moved the Library Closings approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Library Board Meeting Schedule: McCleary moved the Library Board Meeting Schedule for 2021 be approved. Canale seconded the motion. The motion carried on voice vote.

Unfinished Business:

Library Staff Recognition Event Discussion: The Board held a brief discussion about the Library Staff Recognition Event. Staff will bring more information to the next meeting.

Planning of Future Meetings: Hubbard noted the next Regular Board meeting will be held on Monday, November 23, 2020 at 7:00 p.m.

Around the Table: None.

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 8:00 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary