

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
Monday, November 23, 2020**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 p.m.

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

Trustees Absent: None.

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

[Canale arrived at 7:03 p.m.]

Introduction of Visitors: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Building Renovation/Expansion Reports: Hill reported Williams & Wight will be reissuing the punch list. The Marlite on the elevator, paint (repainting), and top soil are being added to the punch list.

Approval of the Minutes of the October 28, 2020, Regular Board Meeting: McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the November 12, 2020 Finance Committee Meeting: McCleary moved the minutes be approved as corrected. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the November 14, 2020 Policy Committee Meeting: McCleary moved the minutes be approved as presented. De La Rosa seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill discussed the generator purchase.

Committee Reports: The Finance Committee will meet on Wednesday, January 13 at 3:00 p.m. Hill will ask Tim Matthew to be present as well. The Policy Committee will meet again on Saturday, January 9, 2021 at 9:00 a.m.

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

Approval of bills/check register for November, 2020 (FY 2020) \$150,632.39: McCleary moved to approve the check register for November 2020 in the amount of \$150,632.39. 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.

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

RAILS News: Krettler reported RAILS reported they received a grant for \$125,000 for e-books through the Illinois Office of the Secretary of State. A portion of the CARES Act (Coronavirus Aid, Relief, and Economic Security Act) grant funds for Illinois libraries is going directly to library systems for the purchase of e-books. RAILS will purchase e-books and audiobooks for K-12 users for the eRead Illinois shared collection. RAILS

will add both recreational and educational materials to supplement the high-demand titles that are the focus of the collection. Krettler also reported that RAILS will hold the next member update via Zoom on Tuesday, December 8, 2020 from 1:30–3:30 p.m. Greg McCormick from the Illinois State Library will join us to discuss public library per capita grants, the Cards for Kids legislation, and the 2021 certification process.

Legislative Update: De La Rosa reported he read the Village received money from the CARES Act.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends would be decorating the Joyful Traditions tree this coming weekend. The virtual play, *Epiphany Players Presents: Ho Ho Ho! The North Pole Chronicles*, will be held on Saturday, December 12 via YouTube.

Report of Gifts and Programs Sponsorships: Hill reported the library received two adopt-a-magazine and three donations this month.

Correspondence: None.

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

Library Director's Report: Hill briefly reviewed her written Director's Report.

Building Update:

- Ongoing: Andy Dogan, Graham Harwood, Michael McMahon, and Hill met with the landscape architect. Some items from the May punchlist will be put back onto the punchlist to be completed.
- Ongoing: Building punchlist items include one door, couple of locks, finishing the humidity sensors (done), and Marlite on the 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.
- Grab and Go: Once the Governor announced Tier 3 mitigation (which included closing museums), managers reviewed what our neighboring libraries were doing. Elmhurst was 30 minute visits (grab and go) and encouraged computer use via Wi-Fi in parking lot; Addison Library closed; and Helen Plum had computer use at 45 minutes. Management Team met and reviewed services and determined to go with Grab and Go model. We wish to offer services and collections but encourage the non-mandatory stay at home direction the governor outlined.

Agenda Items:

- Generator Study: Hill, McMahon, and Sand met with the architect and engineer. They are exploring a rooftop unit—seemed to be the best option.

Board:

- The Policy Committee reviewed a draft of the emergency response plan at their November 14 policy meeting.
- Finance Committee: Met and discussed the fund balance policy, investments, and budget amendments to the 2020 budget.
- Reminder: Hill has saved a copy of the PowerPoint presentation for the harassment training available through the Illinois Department of Human Rights in the board packet. This training must be completed annually—due end of December.
- We should have more information on the per capita grant application process on December 8.
- The Library was awarded the \$500 PPE reimbursement grant through the Illinois State Library.

Strategic Plan Update:

- Ongoing: Emergency Response Plan. Draft provided to Policy Committee. We will send in to the

Police and Fire Department and with hope have ready for board approval in December.

- We received a \$500 memorial donation from a patron which we will use to place a Little Free Library near the plaza area.

SWAN:

- Nothing to report.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Ongoing: Kiwanis will start meeting via Zoom until restrictions are lifted.
- Rotary have held Zoom meetings.
- The Friends have sponsored a Joyful Traditions Tree on the prairie path.

Staff:

- The Library has two Housekeepers to assist in disinfecting the surfaces in the building. John Wiggins and Gordon Hanson have joined the staff. We will be assigning them other tasks as needed.
- Collections: We have purchased additional Binge Boxes (DVDs with similar themes) and new Launchpads for adults. We think these are good winter checkouts. See <https://shop.playaway.com/products/nimble-and-quick> for examples of Launchpads.

New Business:

Approval of Revision to Policy 316, Fund Balance Policy: McCleary moved to approve the revisions to Policy 316, Fund Balance Policy. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 731, Schedule of Fines and Fees: McCleary moved to approve the revisions to Policy 731, Schedule of Fines and Fees. Koeller seconded the motion. The motion carried on voice vote.

Discussion of Cards for Kids Act: A brief discussion was held about the Cards for Kids Act. Krettler will report details that were discussed at the RAILS member update at the next Board meeting.

Unfinished Business:

Library Staff Recognition Event Discussion: The Board held a brief discussion about the Library Staff Recognition Event.

Planning of Future Meetings: Hubbard noted the next Regular Board meeting will be held on Thursday, December 17 at 7:00 p.m.

Around the Table: Luebker reported she would be home for Thanksgiving and wished a Happy Thanksgiving to all; Koeller shared she would be having dinner from Wildfire; McCleary reported he would not be making candy this year for the first time in 40 years; Canale reported she and her family would be staying home for Thanksgiving; De La Rosa reported he would be having a quiet day at home for Thanksgiving; Hovanec reported she accepted the position of Library Director at Calumet City Library and would be taking a drive through the Morton Arboretum tomorrow night; Hubbard wished everyone a Happy Thanksgiving; Hill reported she would be spending the day at home; Krettler reported she would be spending the day at home as well.

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 8:04 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary

