

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 17, 2020**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 p.m.

Trustees Present: Deborah Canale, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa, Jennifer Hovanec.

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.

Building Renovation/Expansion Reports: Hill reported her building update was included in her written report. The Building Project continues to be ongoing. Hill noted that Harwood asked that the last submittal from Wight be reduced due to the lack of landscaping issues being addressed. Close out documents appear to be complete. Work continues on some locks on inner doors; painters will be back out to repaint some walls needing touch-up. We will revisit the lawn of the Library in the spring.

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

Report of the Board President: None.

Committee Reports: The Finance Committee will meet on Wednesday, January 13, 2021 at 3:00 p.m. via Zoom. Hill has asked Tim Matthew from PMA Investments to attend. The Policy Committee will meet again on Saturday, January 9, 2021 at 9:00 a.m. via Zoom.

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

Approval of bills/check register for December, 2020 (FY 2020) \$91,525.76: McCleary moved to approve the check register for December 2020 in the amount of \$91,525.76. Canale seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: Hill reviewed the financial reports with the Board and noted that there is one more property tax disbursement scheduled for December 18.

RAILS News: Krettler reported a brief update on the Cards for Kids Act and also shared that RAILS will be holding a Special Trustee Event on Wednesday, January 20, 2021 from noon-1:00 p.m. Topics will include: budgetary best practices during the pandemic and the importance of trustee onboarding and some ideas for building a trustee onboarding process.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends decorated the tree on the Prairie Path for Joyful Traditions. The Friends also presented a play, *Epiphany Players Presents: Ho! Ho! Ho! The North Pole Chronicles* - Online Program via YouTube to a registered audience of 50.

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

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: Dogan is redistributing the punch list to Wight. Building punch list items include one door, a couple of locks and Marlite on the elevator on the second floor.
- Williams purchased a sign for the second floor and is working on getting the carpeting installed on the second floor.
- Locks: We will be getting some lock work done that was not in the scope of the building project. This work is scheduled for December and includes providing the vestibule doors with locks, improving the mechanisms on the northwest doors so interior door keys can reset them, putting a different type of closing mechanism on the gate to the YS program area.
- Stairs with a railing are being built for roof access.
- We found the electric cabinet heaters were not connected and took pictures to send to the contractor. Heaters were reconnected to the electric.
- Richmond installed outdoor outlets in the front plaza area and they finished their last punch list items as well.
- Grab and Go: Most patrons have been receptive to the changes in our service model.
- The lockers have been vinyl wrapped with library branding. Villa Park has been asked to participate in a panel discussion on locker systems along with Downers Grove and Oak Park.
- We have two little free libraries waiting for a spring install.

Agenda Items:

- Generator Study: We met with the architect and engineer. There is an illness impacting the progress of the project at this point.
- Krettlar has been working on getting estimates for a Radio Frequency Identification system. We confirmed with the library's attorney that Villa Park can reach out to Wilmette Library and "piggyback" onto their RFID request for proposal.
- Finance Committee has reviewed the revisions to the 2020 budget. We will bring final amendments to the Library Board in January.
- The Emergency Response Plan is presented for Board approval. Staff will continue to work on a flip chart version.

Board:

- 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.
- Per capita grant application is due on March 15th. Staff will start the review of *Serving Our Public 4.0* and we will be reporting on progress in January and February.
- Krettlar is investigating a new service that some libraries are offering in partnership with the Secretary of State, License plate renewals.

Strategic Plan Update:

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

SWAN:

- See Jean Jansen's memo regarding Aspen; SWAN is evaluating this potential replacement for the catalog.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Ongoing: Kiwanis will start meeting via Zoom until restrictions are lifted. (1st and 3rd Wednesdays)
- Rotary have held Zoom meetings.
- Storywalk was installed along the prairie path and has been received well for the most part. There was a complaint to the village about it detracting from the beauty of the lights and ambiance of the season.

Staff:

- Staff have expressed their appreciation of the meals and gift cards this year. Krettler had the room decorated complete with the yuletide logs.

New Business:

Approval of Revised Emergency Response Plan: McCleary moved to approve the Revised Emergency Response Plan. Luebker seconded the motion. The motion carried on voice vote.

Serving Our Public 4.0: Chapter 1 (Core Standards) and Chapter 2 (Governance): The Board reviewed and discussed the Serving Our Public 4.0: Chapter 1 (Core Standards) and Chapter 2 (Governance).

Approval of Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois authorizing the transfer of \$153,578.10 from the Bond Proceeds Fund to the Villa Park Library's Debt Service Fund: McCleary moved to approve the Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois authorizing the transfer of \$153,578.10 from the Bond Proceeds Fund to the Villa Park Library's Debt Service Fund. Canale seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Discussion of amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2020 and ending on December 31, 2020: The Board discussed the amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2020 and ending on December 31, 2020.

Unfinished Business:

Library Staff Recognition Event Update: 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 Wednesday, January 27, 2021 at 7:00 p.m. The Finance Committee will meet on Wednesday, January 13, 2021 at 3:00 p.m. via Zoom. The Policy Committee will meet again on Saturday, January 9, 2021 at 9:00 a.m. via Zoom.

Around the Table: Canale noted that School District 45 has plans for students to return to in-person learning on January 20, 2021 at this time; Luebker noted her grandson's seventh birthday is tomorrow and everything else is good; Koeller noted that she was the first to turn in her Library Board packet. Koeller also noted that she finished the letters to her father and turned it into a book; Hill wished everyone a Merry Christmas; McCleary reminded everyone to watch for the Star of Bethlehem on Monday, December 21st in the Southwest sky about

7:00 p.m. and wished everyone a Merry Christmas; Hubbard wished everyone a Merry Christmas; Krettler inquired about the new Library Board stats included in the packet and wished everyone a Merry Christmas.

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 8:15 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary