

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
January 27, 2021 @ 7:15 p.m.
Online via Zoom**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:21 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.

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. Hill shared:

- The landscaping is still not up to par. Money will be withheld in order for landscaping to be rectified in the Spring.
- Staff are alerting Wight of building issues and Wight is sending subcontractors out to correct issues.
- Door issues have been resolved.

Approval of the Minutes of the December 17, 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 January 9, 2021 Policy Committee Meeting:

McCleary moved the minutes be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the January 13, 2021 Finance Committee Meeting:

McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard noted several thank you cards were received from staff for the Library Board Recognition activities.

Committee Reports: The Policy Committee will be meeting on Saturday, February 13, 2021 at 9:00 a.m. online via Zoom.

Report of the Treasurer: McCleary stated he had reviewed the check register for January 2021 and all was in order.

Approval of bills/check register for January, 2021 (FY 2020) \$76,323.53: McCleary moved to approve the check register for January, 2021 in the amount of \$76,323.53. Canale 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 bills/check register for January, 2021 (FY 2021) \$53,807.59: McCleary moved to approve the check register for January, 2021 in the amount of \$53,807.59. Canale 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. A brief discussion was held regarding the Financial Reports.

RAILS News: Krettler reported there is a RAILS member update scheduled for January 28, 2021 from 10:00 a.m. - 12:00 p.m. This will include a Cards for Kids update, as well as the Annual Certification process.

Legislative Update: De La Rosa reported the Legislative Meetups will be held virtually through Zoom. The West Suburban Library Legislative Zoom Meet-up is scheduled for Friday, February 19, 2021 from 12-1:30 p.m. Registration is required and there is a list of attending representatives on ILA's website.

Professional Development: Canale reported that she attended the Trustee Update scheduled on January 20, 2021. Koeller was also in attendance and enjoyed the presentation. Canale stated there were some good resources such as trustee training videos, onboarding tips, etc. that were provided throughout the webinar.

Report of the Friends of the Library Liaison: Luebker reported membership has been steady. The Friends held a Readers Theater in December and there were 50 people registered for the program through the library. There were more participants who viewed the link on YouTube as well. The Friends will purchase lunch for Library staff one day who process book donations on behalf of the Friends of the Library.

Report of Gifts and Programs Sponsorships: One donation was received in the amount of \$50.00.

Correspondence: Hill shared a letter from the Illinois Library Association (ILA) sent to the Illinois Department of Public Health requesting that public librarians in communities where libraries have already re-opened to in-person public services, or plan to do so, be eligible for the COVID-19 vaccination in Phase 1b or 1c at the latest.

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

Library Director's Report:

Building Update:

- Ongoing: Majority of work has been completed. We have had a leak from a hot water pipe fixed, the snow melt is being checked; door issues appear to be resolved for the most part.

- Ongoing: Williams purchased a sign for the second floor and is working on getting the carpeting.
- Ongoing: Some lock changes have been made to improve functions at the vestibule and the youth program room.
- Ongoing: Staff met with the new engineers regarding the generator study.

Agenda Items:

- Finance Committee has reviewed the revisions to the 2020 budget. Final amendments to the 2020 budget are in the packet. In addition, the Committee discussed investments with Tim Matthew from PMA Financial.
- The Policy Committee met in January. A number of policies are on the agenda for approval.
- Managers met and discussed *Serving Our Public*. Hill included a draft of the per capita grant application, which includes staff thoughts on areas we can improve upon.
- Final payment letter from Williams and paperwork for Wight has been submitted. The total amount owed is \$208,893.59 (\$186,778.41 for retainage and \$22,115.17 for 2 change orders)

Board:

- ILA Legislative Days. Registration online at: <https://www.ila.org/events/legislative-meet-ups>

Strategic Plan Update:

- Managers have been evaluating Hoopla use and costs in order to provide additional checkouts for patrons. In addition, the Library will opt-in to magazines available through the Libby app and through the library's participation with the Electronic Content Consortium.
- A new Little Free Library was installed at Lions Field by Parks and Recreation Staff and was donated by the Lions Club.

SWAN:

- Staff will start training for the Aspen catalog product.

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.

Staff:

- Managers will be meeting with their staff next week to discuss goals and objectives. We are instituting quarterly meetings with staff.

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 copiers, 7 personal computers and a set of lockers. 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.

Approval of Change Order #41: McCleary moved to approve change order #41 in the amount of \$22,115.17. This change order reflects two issues which the library, architect and contractor resolved. These issues were the steel work for the new addition and the concrete work for the Youth outdoor

program area. Hovanec 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 Final Payment to Wight in the amount of \$186,778.41: McCleary moved to approve the final payment to Wight for the building renovation/expansion project in the amount of \$186,778.41. Canale 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 Revisions to Policy 406, Personnel Records: McCleary moved to approve the Revisions to Policy 406, Personnel Records. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 410.2, Immigration Law Compliance: McCleary moved to approve the Revisions to Policy 410.2, Immigration Law Compliance. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 412, Introductory Period: McCleary moved to approve the Revisions to Policy 412, Introductory Period. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 414, Nepotism: McCleary moved to approve the Revisions to Policy Policy 414, Nepotism. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 415, Open Door Communications/Problem Solving Procedure: McCleary moved to approve the Revisions to Policy Policy 415, Open Door Communications/Problem Solving Procedure. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 415.1, Whistleblower: McCleary moved to approve the Revisions to Policy 415.1, Whistleblower. Luebker seconded the motion. The motion carried on voice vote.

Approval to Remove Policy 420, Schedule of Adjustment: McCleary moved to remove Policy 420, Schedule of Adjustment. Luebker seconded the motion. The motion carried on voice vote.

Approval of Resolution authorizing transfer of \$333,009 from the Unassigned Fund Balance to the Library's Special Reserve Fund: McCleary moved to approve the Resolution authorizing transfer of \$333,009 from the Unassigned Fund Balance to the Library's Special Reserve Fund. Canale seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Unfinished Business:

Approval of Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2020 and ending on December 31, 2020: McCleary moved to approve the Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2020 and ending on December 31, 2020. Hovanec seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Serving Our Public 4.0 and Per Capita Grant Application: A discussion was held reviewing Chapters 3 through 13. A rough draft of the per capita grant application was also reviewed.

Planning of Future Meetings: Hubbard noted the next Regular Board meeting will be held on Wednesday, February 24, 2021. The Policy Committee is scheduled to meet on Saturday,

February 13, 2021 at 9:00 a.m.

Around the Table: Canale shared that in-person classes will start at school on February 8, 2021 in the morning only. Afternoons will be spent in remote learning. De La Rosa mentioned he is working on his basement until Spring Break. Hubbard stated she is enjoying more hours of daylight. Luebker shared that she is planning on attending some programming through Villa Park Parks & Recreation now that they are able to begin offering classes again.

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 8:59 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary