

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 24, 2021**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:04 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: Sean Birmingham, Head of Public Services

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Building Renovation/Expansion Reports: Hill reported there are three items of the Building Project to be completed besides the landscaping. This includes:

- There is a hole in the wall near the maintenance closet on the first floor. The repair is covered under the building warranty and should be fixed soon.
- There is a corner piece of the elevator shaft near the first floor that needs to be repaired. This is also covered under warranty.
- Staff investigated and discovered that RTU #9 had been shut off.

There is some painting in the building to be completed which includes touch-up in some areas, as well as accent walls in the Director's & Manager's offices that was to have been done as part of the original plan.

Approval of the Minutes of the January 27, 2021, Annual 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 27, 2021, Regular Board Meeting:

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

Approval of the Minutes of the February 13, 2021 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 to discuss the agenda, building update, and generator project on February 8, 2021. Hubbard and Hill also discussed the Finance Committee and that Hubbard will serve as alternate on the Policy & Finance Committee, with Luebker taking her place on the Finance Committee.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for February, 2021 (FY 2021) and all was in order.

Approval of bills/check register for February, 2021 (FY 2021) in the amount of \$312,745.48.

McCleary moved to approve the check register for February, 2021 (FY 2021) in the amount of \$312,745.48. 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.

Financial Reports: Hill reported that bond dollars were spent this month. Staff found a good firm to do painting. We will need to plan to touch-up paint throughout the building in the coming years. The library was about \$9,000 short in property tax receipts for last year. The distribution took place in mid-late January and those dollars were received.

RAILS News: Krettler reported RAILS announced they would be reducing quarantine from three days down to 24 hours for all materials transported through the van delivery system. Krettler reported our library would be reducing quarantine from seven days down to three days at this time and that we would like to further reduce quarantine of materials returned from three days to 24 hours at the beginning of April.

Legislative Update: De La Rosa shared he attended the Illinois Library Association's Legislative Meetup on Friday, February 19, 2021 from 12-1:30 p.m. online via Zoom. De La Rosa reported Tom Cullerton was in attendance. De La Rosa also reported a representative from Lauren Underwood's office shared a Congressional Request Form that may help libraries get more funds. De La Rosa said he would share the contact information for more information about the form.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the following: Memberships are declining slightly. Members of the Friends are working on the play for National Library Week. The Friends are also looking at a fundraiser with Lou Malnati's the new restaurant in Oakbrook Terrace in the spring.

Report of Gifts and Programs Sponsorships: Hill noted five Adopt-a-Magazine donations were received and one gift donation was received.

Correspondence: None.

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

Library Director's Report:

Building Update:

- Ongoing: The new chair rails were installed in the Board room and the staff room. The Youth Services computer tables were repainted and given new laminate surfaces, the seed library (card catalog) was repainted and Materials Services cabinets were re-laminated.

- Staff worked with All Mobility located in the Village and have purchased two small scooters for patron use. (These items had been on our initial building wish list).
- Williams neglected to paint accent walls for the Director's & Managers offices; we have had this done this month. In addition, the stairwell, staff hallway, and study room walls with marker boards were painted again (it has been over a year). D.E.S. Painting recommended using eggshell finish as opposed to low sheen eggshell. We are waiting for the carpeting which Williams will be providing for the second floor.
- Ongoing: Shelving for Youth New Books and High School books will be delivered in March.
- Staff discovered some electrical work that was not completed in the renovation and Wight will be sending the electrician back out to work on two 30 amp wiring and circuits in the server room.

Agenda Items:

- The Policy Committee met in February. A number of policies are on the agenda for approval.
- The Oakbrook Terrace agreement is on the agenda. We will need some signatures after the meeting.
- The annual reports are on the agenda. We will need some signatures on the report to the Village.
- Per Capita Grant application and expenditure report (2019) is on the agenda.
- Staff worked with the engineers on determining the circuits and equipment for a generator for use in emergency situations. The generator would power two RTU units for the first floor, power and lighting in the Ohrman Room, the Circ/Youth workroom, main restrooms, staff hallway and automation/server rooms. Life safety systems would also be connected. Harwood indicated the order of magnitude should not exceed \$100,000 and he recommended we proceed with having Nagle Hartray work on the specifications and then going to bid for this item. Hill would recommend incorporating a ladder/platform type system that would allow staff and contractors to easily get to the new, higher roof area.

Board:

- Staff did not receive any increases in the last fiscal year. Hill would recommend a 2% increase starting in March with a possible merit increase in June of this year as well.
- Hill has asked the Youth Services Manager to work on a Children's "Service" policy.

Strategic Plan Update:

- Ongoing: Department Heads have been evaluating Hoopla use and costs in order to provide additional checkouts for patrons. In addition, the Library did opt-in to magazines available through the Libby app and through the library's participation with the Electronic Content Consortium.
- Here is link to screencast highlighting the new online magazines
<https://youtu.be/CdQSR5vv0wA>

SWAN:

- Staff members have started training for the Aspen catalog product.
- SWAN will be offering the EBSCO databases for the next two years with discounts similar to this past year. Pricing may go up some due to the fact that all 100 libraries may not opt in.
- SWAN's pricing for Villa Park will be reduced in June. Their documentation does include the bond portion of the property tax revenue received.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Ongoing: Kiwanis has been meeting via Zoom until restrictions are lifted. (1st and 3rd Wednesdays): Vidalia onion orders start in March; summer concerts are being planned.
- Rotary has held Zoom meetings.

Staff:

- Hill discussed last month's patron issue with the staff member affected and spoke to the police chief. Hill asked the police chief for assistance in training staff. We will be installing additional cameras in public service areas. Staff will be bringing a security camera policy to the Policy Committee for review.
- M. Ramadorai, K. Krettler, and Hill will be working on a marketing plan this year.

New Business:

Approval of Revisions to Policy 210, Trustee By-Laws. Revisions to the by-laws as outlined by library attorney: McCleary moved revisions to Policy 210, Trustee By-Laws be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 302, Director Succession Policy and Plan: McCleary moved revisions to Policy 302, Director Succession Policy and Plan be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 416, Resignations: McCleary moved revisions to Policy 416, Resignations be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of New Policy 481, Use of Mobile Phones: McCleary moved New Policy 481, Use of Mobile Phones be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of New Policy 482, Use of Social Media: McCleary moved New Policy 482, Use of Social Media be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval to Renew Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace included). The annual single family residence fee has been increased to \$264.23, plus a service fee of \$4.03 (total of \$268.26), effective May 1, 2021. The annual apartment fee shall be \$216.17, plus a service fee of \$4.03 (total of \$220.20). McCleary moved to approve to renew library service to the City of Oakbrook Terrace. 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.

Annual Reports (Village Board): McCleary moved the annual report for the Village Board be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Annual Reports (State Library): McCleary moved the annual report for the State Library (IPLAR: Illinois Public Library Annual Report) be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Collection Management Plan: The Policy Committee reviewed this plan and would recommend Library Board approval. Hill noted the plan will be updated to reflect changes in the new census data once received. McCleary moved the Collection Management Plan be approved. Koeller seconded the motion. The motion carried on voice vote.

Unfinished Business:

Approval of Per Capita Grant Application: Hill noted a correction was made from last month and would like to have the Board review the application before submission. McCleary moved the approval of the Per Capita Grant Application be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Discussion of Generator Study: A brief discussion was held on the Generator Study. After some discussion, Hill indicated she would confirm with the engineers that the roof warranty and cooling center concerns are addressed.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, March 24, 2021 at 7:00 p.m. online via Zoom. The next Policy Committee meeting is scheduled for Saturday, March 13 at 9:00 a.m. online via Zoom. The Finance Committee may decide to meet in May or June once the audit is complete.

Around the Table: Canale reported all is good. The kids are in hybrid sessions five days a week. De La Rosa reported he is still working in his basement. Hovanec shared her nephew is coming for a sleepover and that early voting ended at her library – they were the busiest site in Cook County! Hubbard is excited to be receiving the COVID vaccine soon. Koeller shared that there was a house fire a few doors down from her. Fortunately, it sounds like the family is safe. Luebker shared she recently purchased a new car. McCleary reported his furnace just went out. Hill shared she is grateful for the warmer weather. Krettler shared she is watching her nieces and nephews for a few days.

Adjournment: De La Rosa 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 8:30 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary