

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

Call to Order: Hubbard called the meeting to order at 7:01 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: McCleary requested that all policies needing approval be combined into one motion.

Building Renovation/Expansion Reports: Hill reported Wight has not gotten back to us on the landscaping. There is a corner piece on the elevator shaft near the first floor that needed to be repaired. An order was placed for shelving with LFI, but the color was wrong so it will be corrected and received in a few weeks. The generator paperwork is being worked on. The heating/cooling issues discussed last month will be addressed in the generator installation. In addition, Anthony Roofing was contacted regarding the roof maintenance warranty when the generator is installed. Discussion was also held about the weekly tests and they will be scheduled so they don't cause issues for patrons in the building. RTU #9 continues to have issues. The fan runs continuously in the Quiet Reading Room.

Approval of the Minutes of the February 24, 2021, Regular Board Meeting:

McCleary moved to approve the minutes as presented. 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 the Minutes of the March 13, 2021, Policy Committee Meeting:

McCleary moved to approve the minutes as presented. 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.

Report of the Board President: Hubbard reported she met with Hill to discuss the Vacation and Sick Leave policies, as well as a building update.

Committee Reports: The Policy Committee will meet on Saturday, April 10, 2021 at 9:00 a.m.

Treasurer's Report: McCleary stated he reviewed the bills and everything looks in order.

Approval of bills/check register for March, 2021 (FY 2021) in the amount of \$53,541.74.

McCleary moved to approve the check register for March, 2021 (FY 2021) in the amount of \$53,541.74. Luebker 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: None.

RAILS News: Krettler reported the Illinois State Library Annual Certification is due by May 15, 2021. RAILS is also seeking volunteers to serve as board members. The deadline is March 26, 2021 for anyone interested in applying.

Legislative News: De La Rosa reported within the American Rescue Plan Act (ARPA), the Institute of Museum and Library Services (IMLS) received \$200 million. Aid will go to state library administrative agencies, and state library agencies will have discretion to determine how the funds will be spent.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends met via Zoom on March 10, 2021. There was a discussion about holding a fundraiser with Lou Malnati's in the coming months. The Friends will once again sponsor the Cortesi Park movies in August, and also discussed helping to provide craft goodie bags for the Kiwanis Concerts in the Park.

Report of Gifts and Programs Sponsorships: Two donations were received this month.

Correspondence / Letters to Departing Staff Members & Thank You Letters: A letter was sent to former staff member Bennette.

Library Director's Written Report/Strategic Plan Update:

Building Update:

- Ongoing: Hill asked Harwood to reach out to Wight regarding the landscaping which needs to be corrected.
- Ongoing: There is a corner piece that needs to be fixed on the laminate by the stairwell/elevator shaft.
- Ongoing: Rooftop Unit 9 is still a problem—MCI has a part ordered for it.
- Ongoing: Shelving for Youth New Books was delayed due to incorrect paint color. However, the High School book shelving was delivered.
- The engineers are working on the generator specifications and bid documents. They will incorporate the roof and maintaining the warranty in their documents. Hill reached out to our contact at Anthony Roofing and notified him of the project and the possible purchase of a ramp/ladder for access to the new roof. The engineers indicate that the Ohrman Room and First floor workroom will maintain cool temperatures in the event the room is needed as a cooling center.

Agenda Items:

- Staff and the Policy Committee worked on a number of policies for this month. We have approximately twenty more personnel policies to work through.

Board:

- The Library's annual certification was completed and submitted.
- Reminder: Statement of Economic Interests needs to be completed.
- There will be an ALA Virtual Conference. The advance rates end April 16. Please let Hill know if you are interested in attending.

- As more staff members get vaccinated, we will look to expand hours to Monday-Thursday from 10 a.m. – 8 p.m.; Fridays-Saturdays from 10 a.m. – 5:00 p.m. and get staff acclimated again to working at both service desks and at their office spaces. There will be some retraining that will need to occur as we move to the new normal.
- The Department of Health and Human Services contacted Hill and indicated they would send us face masks.

Strategic Plan Update:

- Staff are working on procedures for the mobility scooters. These scooters had been identified as an objective in the strategic plan.
- The seed library is being highlighted in the *Resource* and Krettler is working with her staff on stocking the seeds in the catalog.
- Staff received safety training from the Villa Park Police Department on March 8 and 10. We will be scheduling a fire/tornado drill(s) in the next couple of weeks.
- Jansen has organized emergency supplies in the staff hallway/tornado shelter. We are using former staff lockers for these supplies.
- McMahon installed ergonomic keyboard trays for those staff who requested them.
- McMahon is making his way through the closeout documents.

SWAN:

- The new SWAN budget was voted on by the membership this past month.
- The new Aspen catalog has been rolled out for public comment.

Kiwanis/Rotary/Lions/Chamber/Outreach:

- Ongoing: Kiwanis have been meeting via Zoom until April. (1st and 3rd Wednesdays): Vidalia Onion orders have started; summer concerts are being planned; road rally as well.
- Rotary have held Zoom meetings.

Staff:

- Ramadorai, Krettler, and Hill will be working on a marketing plan this year. The first meeting will be held on March 24.
- Krettler will be interviewing for a part-time circulation assistant.
- The housekeeper positions will be eliminated at the end of May.
- Managers are working on updating the Circulation Assistant, Page and Processing Clerk job descriptions.

New Business:

Approval of Revisions to Policy 401, Chain of Command ; Policy 406.3, Reference and Background Checks, Appendix A and B ; Policy 411, Classifications ; Policy 417, Hours of Work ; Policy 418, Employee Time Records ; Policy 422, Recommended Conduct ; Policy 422.2, Misconduct ; Policy 424, Identification Badges ; Policy 425, Rest Periods ; Policy 426, Meal Periods ; Policy 429, Waiving Fines ; Policy 432, Pay Deductions ; Policy 433, Salary and Wage Increases ; Policy 435, General Leave of Absence ; Policy 446, Funeral Leave ; Policy 447, Family and Medical Leave ; Policy 448, Military Leave ; Policy 472, Holidays ; Policy 511, Automated Locker Services. McCleary moved to approve the policies. 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 Removal of Policy 161, Bloodborne Pathogens; Policy 406.3 Background Checks; 430.3, Personal Visitors; Policy 449, Leave with Pay for A Holiday Falling on an Unscheduled Work Day. McCleary moved to remove the policies. Luebker seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Disposal of Library Furniture and Equipment: McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of 1 audio mixer, 1 audio receiver, 1 rack server, 7 personal computers and a monitor. 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: None.

Around the Table: Luebker shared she will be joining her son, daughter in-law, and grandson for Easter and is very much looking forward to it. Koeller shared she went to vote in Addison today. De La Rosa said they are two shots away from being fully vaccinated in his household. McCleary created a wooden bowl and entered it into the Wood Turner competition. Krettler reported she had just received her second vaccination. Hill shared she will bring treats to the next meeting.

Adjournment: McCleary moved to adjourn. De La Rosa 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 7:55 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary