

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 26, 2021**

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, Steve De La Rosa, Jennifer Hovanec, Pat Hubbard, Wanda Koeller, Dianne Luebker.

Trustees Absent: Mark McCleary.

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.

Approval of the Minutes of the April 28, 2021, Regular Meeting: De La Rosa moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the May 8, 2021, Policy Committee Meeting: Koeller moved the minutes be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the May 13, 2021, Finance Committee Meeting: Luebker moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill a few times to discuss the generator project. At this time staff will hold off on the project since current orders are seeing a 17 week lead time for the generators. Hill will speak to Graham Harwood of CCS International, Inc. to see when a good time would be to plan on moving forward on the project.

Committee Reports: None.

Report of the Treasurer: None.

Approval of bills/check register for May, 2021 (FY 2021 in the amount of \$83,501.17): Luebker moved to approve the check register for May 2021 in the amount of \$83,501.17. Koeller seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: None.

RAILS News: Krettler reported there is a RAILS Board Meeting scheduled for Friday, May 28.

Legislative Update: No report. Hill mentioned that we will need to keep an eye on the remapping of districts as there are some changes coming with State Representatives districts.

Report of the Friends of the Library Liaison: Luebker reported the Friends held a coupon fundraiser with Lou Malnati's of Oakbrook Terrace. 40 coupons were sold for \$13.00 each. The coupon entitles the bearer to a frozen pizza at any participating Lou Malnati's location. The Friends received \$5.00 for each coupon sold as part of the fundraiser. This fundraiser will be held again in September 2021 during National Library Card Sign-Up Month.

Report of Gifts and Programs Sponsorships: Hill noted a donation from the Friends of the Library in the amount of \$2,185.00.

Correspondence: The Board reviewed correspondence from the DuPage County Health Department.

Library Director's Report:

Building Update:

- Wight is scheduling the sod, seeding, tree replacement, and bioswale stone enhancement. Davey Group (the firm responsible for the stewardship of the bioswale) indicated the addition of stone would be a good option.
- Waiting on a motor for the exhaust fan for the 2nd floor washrooms.
- Waiting for the engineer to review the ductwork in the Quiet Reading Room.
- Jensen Plumbing fixed a “hammering” issue with the water supply and water heater.
- Additional browsing bins for Adult DVDs were purchased and installed from Opto. We are waiting for additional bins from LFI.
- The attorney added his comments to the generator bid document. Staff need to review the manual. There is a 17 week lead time for the generator itself. Timing is not good for installation this year.
- Sealcoating of the library parking lot is scheduled for Sunday, June 5 (with a rain date of Sunday, June 13).
- Staff continues to review door lock and security camera options for the building.
- The annual exterior window washing was completed.

Agenda Items:

- Staff and the Policy Committee worked on a number of policies for this month.
- As written on the agenda, the Nonresident Fee Card is presented for approval.

Board:

- Staff has started publicizing the expansion in library hours.
- The Face Covering Policy is included in the board packet. Staff would anticipate following the policy once the Governor announces Phase 5 with face coverings being optional at that time.
- Krettler is investigating vaccine opportunities with information she received from Trustee De La Rosa.
- Krettler and Rose are working on reinstating the passport program.
- The audit will be presented at the July board meeting.
- Another library director forwarded the information on accessing Short Takes for Trustees. Hill has included the instructions in the Board packet. If anyone needs assistance logging into RAILS, let Hill know: <https://www.railslibraries.info/services/trustee>
- The Meder family has asked whether the Library could host a memorial get-together on June 26, 2021 for a couple of hours for former employee Pat Meder. Pat was an employee from June 1, 2005 to March 31, 2015 and passed away this past year.
- Hill would ask to postpone the next two policy committee meetings with the next meeting being planned for August 14. This will allow time for research and staff vacations.

Strategic Plan Update:

- Bear Landscaping will be installing some additional plants near the statue, Metamorphosis. Staff will purchase a plaque for the statue area.
- POMS (Publicity, Outreach, Marketing, and Services) Team will be exploring a new online calendar which will feature reservation of study rooms, application for meeting room, and online payments for programs.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Kiwanis is starting to meet in person at Hi-View Restaurant. The onion sale went well.

- Rotary will start meeting in person soon.
- Lions has started meeting in person as well.

Staff:

- Ongoing: M. Ramadorai, Krettler, and Hill continue to work on our marketing plan this year.
- Bradley Bibbs has joined the library staff as the new full time Digital Services Librarian.
- Public Services Associate, Brian VandenBos, accepted additional hours. Brian recently put a video commercial for the summer reading club on YouTube, it can be found at: <https://youtu.be/ewSyYpjQkQ4>

New Business:

Non-Resident Library Card Participation. De La Rosa moved to issue non-resident library cards during the ensuing 12 months (July 1, 2021-June 30, 2022), per Illinois law. The fee formula for the nonresident card would be the Tax Bill Method. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 419, Attendance Control Guidelines. Luebker moved to approve the Revisions to Policy 419, Attendance Control Guidelines. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 422.1, Smoking. Luebker moved to approve the Revisions to Policy 422.1, Smoking. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 460, Staff Recognition Event. Hovanec moved to approve the Revisions to Policy 460, Staff Recognition Event. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 731, Schedule of Fines and Fees. De La Rosa moved to approve the Revisions to Policy 731, Schedule of Fines and Fees. Luebker seconded the motion. The motion carried on voice vote.

Approval of Removal of Policy 411.1, FLSA Exemptions. De La Rosa moved to approve the Removal of Policy 411.1, FLSA Exemptions. Canale seconded the motion. The motion carried on voice vote.

Approval of Removal of Policy 420.3, Repeated Absences. De La Rosa moved to approve the Removal of Policy 420.3, Repeated Absences. Canale seconded the motion. The motion carried on voice vote.

Approval of Removal of Policy 430.3, Personal Visitors. De La Rosa moved to approve the Removal of Policy 430.3, Personal Visitors. Canale seconded the motion. The motion carried on voice vote.

Discussion of amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2021 and ending on December 31, 2021 and the 2021 Wage and Salary Chart.

A discussion was held on the amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2021 and ending on December 31, 2021 and on the 2021 Wage and Salary Chart.

Unfinished Business: None.

Executive Session (Semi-Annual Review of Executive Session Minutes): De La Rosa moved to go into Executive Session to discuss the semi-annual review of Executive Session Minutes. Koeller seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried. The Board went into Executive Session at 8:21 p.m.

Hovanec moved to exit Executive Session. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried. The Board exited Executive Session at 8:23 p.m.

Actions, if needed, after Executive Session. Luebker moved to release the minutes of the Executive Sessions dated December 19, 2019 and August 26, 2020. De La Rosa seconded. A Roll Call vote of the six members in attendance was taken: Yes: 5; No: 1. Abstain/Present: 0. Motion carried.

Luebker moved to dispose of the verbatim records of minutes older than 18 months dated October 24, 2018, December 19, 2018, April 24, 2019, and November 25, 2019. Canale seconded. A Roll Call vote of the six members in attendance was taken: Yes: 6; No: 0. Abstain/Present: 0. Motion carried.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, June 23, 2021.

Around the Table: De La Rosa shared he will be joining his son at Scout Camp next month and is looking forward to it. Luebker shared she will be visiting Seattle next month. Hovanec mentioned she is looking forward to the three day weekend. Koeller shared she had her MRI and will be starting physical therapy.

Adjournment: De La Rosa moved to adjourn. Luebker 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 8:29 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary