

**VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES**  
**POLICY COMMITTEE MEETING MINUTES**  
**Saturday, May 8, 2021 at 9:00 a.m.**  
**Ohrman Room**

**Call to Order:** Koeller called the meeting to order at 9:07 a.m.

**Trustees present:** Steve De La Rosa, Jennifer Hovanec, Wanda Koeller, Dianne Luebker

**Also present:** Sandra Hill, Library Director; Kandice Krettler, Recording Secretary

**Introduction to Visitors:** None.

[Luebker entered at 9:12 a.m.]

**Public Participation:** None.

**Additions/Revisions to the Agenda:** Add Oath of Office for Elected Trustees.

**Oath of Office:** Luebker took the oath of office. Secretary Luebker administered the oath of office to De La Rosa, Hovanec, and Koeller.

[Luebker left the meeting at 9:16 a.m.]

**Policy Discussion:** The committee discussed policies: 411.1 FLSA Exemptions; 419 Attendance Control Guidelines; 420.3 Repeated Absences; 422.1 Smoking; 430.3 Personal Visitors; 460 Staff Recognition Event; 530 Meeting Room Use; and 731 Schedule of Fines and Fees / Fines Free. Revisions the Policy Committee discussed will be made and presented to the full Board at the May 26, 2021 Regular Library Board Meeting.

**Planning of Future Meetings:** The next meeting will be held on Saturday, June 12, 2021 at 9:00 a.m. at the Library.

**Around the Table:** Hovanec shared she got together with her librarian friends that she hadn't seen in well over a year; Koeller shared she's trying to get a sidewalk replaced and is waiting on a call back; Hill shared she is postponing her Mother's Day get together with family to the following weekend; De La Rosa shared he is replacing windows at his house.

**Adjournment:** Koeller moved to adjourn the meeting. Hovanec seconded the motion. The meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary