

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 23, 2021**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 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.

Approval of the Minutes of the May 26, 2021, Regular Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the May 26, 2021, Executive Session Meeting: McCleary moved the minutes be approved. 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 area around the statue, landscaping and the process of the Director's evaluation.

Committee Reports: The Finance Committee will need to set a date to discuss the audit.

Report of the Treasurer: McCleary stated he reviewed the bills and everything looks to be in order.

Approval of bills/check register for June, 2021 (FY 2021) in the amount of \$80,178.13: McCleary moved to approve the check register for June, 2021 (FY 2021) in the amount of \$80,178.13. 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 RAILS is closed on Monday, July 5 in observance of Independence Day. A new RAILS Minute webinar where RAILS Executive Director Deirdre Brennan and Member Engagement Manager Dan Bostrom discuss RAILS's 10-year anniversary, their new strategic planning process, and recent COVID-19 policy changes for RAILS staff and other items related to reopening was recently posted to the RAILS website. There is also information about the Help Illinois Families Connect to Affordable Internet Service at Home, the federal Emergency Broadband Benefit (EBB) is a temporary program that provides discounts to qualified residents of up to \$50 a month for internet service at home. Participants also get a one-time discount of up to \$100 for a device (purchased through a participating provider). Libraries are being asked to help broadcast this information.

Legislative Update: No update.

Professional Development: Hubbard reported the Annual ALA Conference began today. It is being offered virtually this year. She has attended one session so far.

Report of the Friends of the Library Liaison: Luebker reported the Friends met on Wednesday, June 9. There are currently 25 members. Renewal requests were recently sent out by Martha Bledsoe. The Wednesday night Kiwanis concerts will begin July 7. The Friends will help with the Thursday night Concerts in the Park at Cortesi, as well as the two movie nights in August (Monday, August 2 & Monday, August 9). Plans for the annual Mystery Play have been postponed until March or April. The Friends will look to hold the St. Nick's Mart in December.

Report of Gifts and Programs Sponsorships: None.

Correspondence: The Board reviewed correspondence from Synapse House in Elmhurst.

Library Director's Report:

Building Update:

- Ongoing: Wight is scheduling the sod, seeding, and bioswale stone enhancement.
- Hill contacted the Plant Clinic at Morton Arboretum regarding 3 Honey Locusts and the Ironwood trees which are not doing well—Hill asked if staff could prune the trees at the top of each tree and if the trees would come back. The response was “most likely not”—we would have half a tree. This is under discussion with Wight.
- A representative from IMEG (engineer firm) stopped in to review the ductwork for the Quiet Reading Room as well as the electric heaters. We continue to wait for a motor for the exhaust fan for the 2nd floor washrooms. IMEG contacted JCI to work on improving the humidity in zone 3 and the electric/radiant heaters.
- Hill discussed the generator project with Harwood. It's recommended to wait on the generator purchase until the bid packet is ready to go, since we would want the installer to be responsible for ensuring the correct equipment and extras are purchased. Harwood indicated the library most likely will not get the better pricing if we purchased directly. The electrician finally responded to some questions we had regarding circuits.
- Sealcoating of the library parking lot was completed on July 5.
- The statue area had new plantings installed. Patron complimented the location of the statue and the planting efforts there as well.
- Ongoing: Staff continue to review door lock for the building. Six additional security cameras have been ordered.
- The Staff restroom has had a couple of toilet backups which Jensen Plumbing has handled.
- We have had a couple of light issues. Richmond replaced a dimmer switch in the Circ/Youth Workroom and will be replacing two exterior wall packs. In addition, some additional programming of the lighting system was completed on 6/17.

Agenda Items:

- Wage and Salary Chart: Presented for approval
- Amended CY 2021 Budget: Presented for approval
- Evaluation of Library Director: Self-assessment will be emailed.

Board:

- Krettler and Rose are working on reinstating the passport program. We will be shifting some responsibilities in the next couple of months with passport management being done in the business office and meeting room management being handled by Circ/Outreach.
- The audit will be presented at the July board meeting.
- Joyful Traditions may be moved to the Cortesi Park.

Strategic Plan Update:

- Bear Landscaping installed additional plants near Metamorphosis. We will purchase a couple of benches and a plaque for the statue area.

Ongoing:

- POMS (Publicity, Outreach, Marketing, and Services) Team is 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.
- Summer concerts are planned for Wednesdays in July. We are exploring night golf and will be discussing with the Rotary Club.
- Rotary will start meeting in person soon.
- Lions has started meeting in person as well.
- Krettler and Ebbinghaus have started the pop-up outreach events for the summer.

Staff:

- Ongoing: M. Ramadorai, K. Krettler, and Hill continue to work on our marketing plan this year.
- Ramadorai is in the midst of taking more responsibility for newsletter content.

New Business: None.

Unfinished Business:

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, 2021 and ending on December 31, 2021: 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, 2021 and ending on December 31, 2021. 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.

Approval of Revisions to the 2021 Wage and Salary Chart: McCleary moved to approve the Approval of Revisions to the 2021 Wage and Salary Chart. 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.

Executive Session Personnel Matters: Evaluation of the Library Director: De La Rosa moved to go into Executive Session to discuss Personnel Matters: Evaluation of the Library Director. McCleary seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried. The Board went into Executive Session at 8:02 p.m.

[Koeller exited the meeting at 9:15 p.m.]

McCleary moved to exit Executive Session. Hovanec 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 9:25 p.m.

Actions, if needed, after Executive Session: McCleary moved to approve a 2% merit increase for the salary of the Library Director, as well as a \$2,000 bonus. 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.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, July 28, 2021.

Around the Table: No report.

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 9:37 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary