

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 28, 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, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa, Jennifer Hovanec.

Also Present: Sandra Hill, Library Director; Kandice Krettler, Recording Secretary.

[Canale entered at 7:01 p.m.]

Introduction of Visitors: Brad Porter, Lauterbach & Amen. Porter introduced himself and thanked the Board for the invitation to tonight's meeting. Porter reviewed some highlights from the audit. Porter went on to report that the audit went well. He stated that Hill, Turner & their team do a tremendous job with the audit and are great communicators. The auditor's letter reflects an unmodified opinion, which is the highest level that can be achieved.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the July 19, 2021 Finance Committee Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 23, 2021 Regular Board Meeting: McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 23, 2021 Executive Session Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she and Luebker met with Hill to discuss her review. It was all positive and a good meeting. Hubbard also stated she had received an email from a landscaping company that she forwarded to Hill.

Committee Reports: The Finance Committee met on July 19. The Policy Committee will meet on Saturday, August 14 at 9:00 a.m.

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

Approval of bills/check register for July, 2021 (FY 2021) \$96,471.48: McCleary moved to approve the check register for July, 2021 (FY 2021) in the amount of \$96,471.48. Luebker seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: None.

RAILS News: Krettler reported RAILS will hold a Board Meeting on Friday, July 30. In addition, RAILS Delivery counts will begin on Monday, August 9, library staff will participate in this. It's typically held for one week and staff members are asked to count the number of items delivered in blue bins from RAILS. There is an upcoming continuing education program called, "*The Do's and Don'ts of Library Fundraising*", scheduled for Thursday, August 19 from 1-2:30 p.m. online.

Legislative Update: None.

Professional Development: Hubbard shared a written recap of the programs she attended at the American Library Association's Annual Conference held virtually in June, 2021.

Report of the Friends of the Library Liaison: Luebker reported the Friends did not meet in July. The next meeting is scheduled for August 11. Hubbard inquired about membership cards/renewals and Luebker replied she would ask Martha Bledsoe for an update.

Report of Gifts and Programs Sponsorships: Gifts in memory of former employee Pat Meder were received.

Correspondence: A letter from the Secretary of State was received regarding the Per Capita Grant.

Library Director's Report:

Building Update:

- Ongoing: Architect, engineer, contractor, Hill, McMahon, and Harwood met to discuss remaining building issues.
- A representative from IMEG (engineer firm) is working on the "quiet" in the quiet reading room. He set up a meeting with the firm that manufactures the wall/vestibule heaters.
- The six additional security cameras will be installed on July 28.

Agenda Items:

- The Finance Committee met to review the Annual Financial Report. Highlights included: page 8, the abatement of the tax levies for the building project is notes; page 34 notes the Special Reserve amount for future capital projects and pages 49-53 indicates the actual revenue and expenses for last calendar year.

Board:

- Passport service began again in mid-July.
- The Technology Plan will be presented at the August board meeting. Hill would like to discuss the Internet Policy with the Policy Committee and how it pertains to grants. In addition, the Policy Committee will be reviewing a draft of the new 3D Printing Policy, and a revised Photography and Video Policy. The Policy Committee meeting is scheduled for Saturday, August 14.

Strategic Plan Update:

- Ongoing: The POMS (Publicity, Outreach, Marketing, and Services) Team will be exploring a new online calendar which will feature online reservations of study rooms, applications for meeting room and online payments for programs.
- Staff discussed using the Pat Meder memorial donations for the start-up collection for the Library of Things. The focus would be on crafting items and books; knitting needles, crochet hooks, card making kits, calligraphy, etc.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Summer concerts are going very well. Night golf plans are underway.
- Rotary will start meeting in person on July 27.
- Krettler and Ebbinghaus continue the Pop-Up Library 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.
- We have three part-time positions open in the Public Service Department. Nawal Khokar has joined the library as the new part time Circulation/Outreach Assistant.

- Managers are working on evaluations.
- K. Krettler and J. Jansen continue work on the new calendar system. K. Krettler is working on the payment function for the new calendar.

New Business:

FY2020 Audit Review and Approval: McCleary moved to approve the FY 2020 Annual Financial Report. Koeller seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, August 25 at 7:00 p.m.

Around the Table:

Koeller shared that she will be turning 60 in a few weeks. She will be having two parties in two weeks and is looking forward to it. Luebker shared that she will be visiting the Apostle Islands next week. Canale asked if there was an update on the Niles-Maine Township Library. Hill shared what she read. Krettler shared that she will be traveling with her family next week to Michigan. McCleary apologized for missing the recent Finance Committee meeting and noted that he will not be in attendance at the next Board meeting.

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 7:55 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary