

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 25, 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.

Trustees Absent: Mark McCleary.

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

Introduction of Visitors: Jeff Sand, Automation Services Coordinator. Sand presented an overview of the 2022-2024 Technology Plan to the Board. A discussion was held about the plan as presented. Sand also discussed the need to explore updating the current phone system which is included in the plan for upcoming projects. Luebker thanked Sand for his work on the Technology Plan. The rest of the Board agreed that the plan was a very inclusive document.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the July 28, 2021 Regular Board Meeting: Luebker moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the August 14, 2021 Policy Committee Meeting: Hovanec moved the minutes be approved. Koeller seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill once. Hill discussed the current staffing issues the library is facing. There are very few applicants for positions currently posted. The Village is experiencing the same issue. Hubbard and Hill also spoke about installing an irrigation system on the south side of the library building in the future.

Committee Reports: The Policy Committee met on August 14 and will meet again on August 28. The Finance Committee will need to meet sometime in September and the date needs to be determined.

Report of the Treasurer: Hubbard reviewed the bill listing. Hubbard remarked that Hill and Turner do a nice job with the bill listing. It was very easy to check everything presented.

Approval of bills/check register for August, 2021 (FY 2021) \$76,374.79: Luebker moved to approve the check register for August, 2021 (FY 2021) in the amount of \$76,374.79. Canale 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: Hill reviewed the tax distributions.

RAILS News: Krettler reported there will be a RAILS Board meeting on Friday, August 27 at 1 p.m. in person at the Burr Ridge Service Center. RAILS is working with Constructive Disruption on a new strategic plan and is looking for RAILS members to assist with this process by serving on a Strategic Planning Steering Committee.

Legislative Update: No report. De La Rosa commented on how nice it was to see so much support from community leaders at the School District 88's Annual Community Breakfast on August 12.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported that the Friends will be holding another Lou Malnati's Coupon Fundraiser from September 7 – September 21. Coupons will be sold for \$13.00 each. Once the coupons arrive, those who purchase a coupon will be contacted and told to pick up their coupon at the library. Luebker also asked the Board if everyone had received their Friends membership renewal information. New Friends members or those who renew will receive \$1.00 off the Lou Malnati's coupon fundraiser.

Report of Gifts and Programs Sponsorships: None.

Correspondence: Letters were sent to departing staff members Katie Skoufes and Brian VandenBos.

Library Director's Report:

Board:

- Hill asked the Library Board to consider closing the library on Saturday mornings from 9 am to 12 pm as well as postponing our Sunday openings in October. Staffing is becoming an issue with four part-time positions not being filled and minimal applicants. In addition, with the positivity rate being 5.97% as of 8/18, we will have more staff having to quarantine as exposures to COVID continue. Hill will report on the hiring progress each month. It was the consensus of the Board to proceed with Hill's recommendation.
- The Policy Committee will meet on Saturday, August 28 at 9:00 a.m. The policy regarding use of the Internet will be on the agenda.
- The Finance Committee will meet in September to review the draft budget and tax levy in anticipation of their adoption in September. Meeting date to be determined.

Building Update:

- Ongoing: Work continues on the HVAC issues. We are waiting for the electrician to change out the two exterior wall packs that are under warranty.
- Progress may have been made with the humidity in the building as well as with the noise in the Quiet Reading Room. The engineer from IMEG has been working with JCI on changing settings.
- Ongoing: ComEd had to replace a part on the exterior pole to the south and east of the building. The fire alarm panel and lights were impacted by the failing of that broken part on 8/15.
- Harwood, McMahan, and Hill interviewed several firms for HVAC maintenance. McMahan will continue to change the filters and AirTech (located in Elmhurst) will come in quarterly to clean and service the units.
- The marquee sign in front of the building is not working properly; it's too dim. Kretler is working with the vendor to resolve the issue.

Agenda Items:

- The 2022-2024 Technology Plan is being presented tonight by Automation Services Coordinator, Jeff Sand.

Strategic Plan Update:

- Ongoing: POMS (Publicity, Outreach, Marketing, and Services): The new online calendar system called, Library Calendar was rolled out on Monday, August 23. The new calendar features online reservation of study rooms, application for meeting rooms, and online payments for programs. We may have some hiccups but will work through them.
- Ongoing: Pat Meder memorial donations will be used for the start-up collection for Our Library of Things. We would focus on crafting items and books; knitting needles, crochet hooks, card making kits, calligraphy, etc. We may also receive a donation of cake pans.

Kiwanis/Rotary/Lions/Chamber/Outreach:

- Night golf plans are underway. This event will be a joint venture between Rotary and Kiwanis.

Staff:

- Ongoing: M. Ramadorai, Kretler, and Hill continue to work on the 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. One part-time position is open in Circ/Outreach Services.

- We are exploring training/classes for M. McMahon and M. Rose from the College of DuPage

New Business:

Approval of 2022-2024 Technology Plan: Canale moved to approve the revisions to the 2022-2024 Technology Plan. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 105, Code of Ethics: Luebker moved to approve the revisions to Policy 105, Code of Ethics. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 454, Drug and Alcohol Abuse: Luebker moved to approve the revisions to Policy 454, Drug and Alcohol Abuse. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 570, Photographs in the Library: Luebker moved to approve the revisions to Policy 570, Photographs in the Library. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 710, Loans and Limits of Materials: Luebker moved to approve the revisions to Policy 710, Loans and Limits of Materials. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 731, Schedule of Fines and Fees: Canale 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 New Policy 515, Security Cameras: Luebker moved to approve new Policy 515, Security Cameras. Canale seconded the motion. The motion carried on voice vote.

Approval of New Policy 647, Social Media Comments: Hovanec moved to approve new Policy 647, Social Media Comments. Luebker seconded the motion. The motion carried on voice vote.

Approval of New Policy 650, 3D Printing: Luebker moved to approve new Policy 650, 3D Printing. Koeller seconded the motion. The motion carried on voice vote.

Discussion of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: A discussion of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the next fiscal year was held.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2022 and ending on December 31, 2022: A discussion on the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2022 and ending on December 31, 2022 was held. The Finance Committee will review in greater detail at its next meeting.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, September 22, 2021 at 7:00 p.m. The Policy Committee will meet on Saturday, August 28. The next Finance Committee meeting date is TBD.

Around the Table: De La Rosa commented on the current homelessness situation around the country. Luebker will follow-up on Friends membership renewals with the membership chair. Koeller shared that she had some upgrades made in her home to help her get around easier.

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 8:21 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary