

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 22, 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: Bradley Bibbs, Digital Services Librarian was present for tonight's meeting. Bibbs introduced himself to the Library Board. Bibbs highlighted projects he hopes to accomplish. Hill also noted that Bibbs volunteered to serve as both a Notary and Passport Acceptance Agent. The Board thanked Bibbs for attending tonight's meeting.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the August 25, 2021 Regular Board Meeting: McCleary 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: McCleary moved the minutes be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the August 28, 2021 Policy Committee Meeting: McCleary 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 to sign checks. She and Hill also discussed the permit for the gate to the staff area on the east side of the building. Hubbard also noted that she received two emails from patrons which she discussed and forwarded to Hill.

Committee Reports: The Policy Committee met on August 14 and again on August 28. The Finance Committee met on September 15. Hill asked the Policy Committee to postpone the October meeting. The next Policy Committee meeting will be on Saturday, November 20 at 9:00 a.m.

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

Approval of bills/check register for September, 2021 (FY 2021) \$101,379.07: McCleary moved to approve the check register for September, 2021 (FY 2021) in the amount of \$101,379.07. 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.

Financial Reports: Hill noted the September 10 tax distribution was received. Hill also noted ComEd usage has started to go up as more patrons return to the library.

RAILS News: Krettler reported RAILS will be holding a member update on September 30 from 10:00 a.m.-12:00 p.m.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends just wrapped up the Lou Malnati's coupon fundraiser yesterday. Luebker was not certain of the final count of coupons sold. Luebker thanked the Board members who renewed their Friends of the Library memberships. Luebker also shared that the Friends will be holding a wrapping paper fundraiser throughout the month of October. Luebker also reported the Friends will be holding the St. Nick's Mart once again this year, as well as a virtual play for the holidays.

Report of Gifts and Programs Sponsorships: One Adopt-a-Magazine donation was received.

Correspondence: Letters were sent to departing staff members Whitney Martin and Amanda Smith.

Library Director's Report:

Board:

- Staffing update: A fifth part-time position opened this past month. Amanda Smith left our employment on September 11. Krettler shifted hours to an existing staff member and has hired a circulation assistant, James Albright. There are still four positions open with one applicant interviewed last week and another scheduled for next week. We hope to have positions filled and reopen Sundays in mid-November.
- The Finance Committee met in September to review the draft budget and tax levy request.
- Hill requested to postpone the October policy meeting so she can bring a draft of the Marketing Plan to the committee in November.
- The library received the per capita grant dollars.
- Hill noted that there are four parcel numbers assigned to the library. She is working on consolidating the parcel numbers into one parcel number with the county.
- Hill wrote a letter of support on behalf of the Parks & Recreation Department's application for holiday lighting.
- Hill shared that she and Hubbard will be attending an intergovernmental meeting on October 7 at Willowbrook High School.

Building Update:

- Ongoing: JCI worked with the engineer to modify settings for the HVAC system. We are monitoring a couple of areas. The electrician corrected the two exterior wall packs that are under warranty. The electrician is aware of the noise issue with the elevator. We are still waiting for an exhaust fan replacement.
- The marquee was repaired this past month.
- We received the permit from the Village for the staff exterior gate.

Agenda Items:

- 2022 Wage and Salary Chart was presented for discussion.
- Tax Levy request and FY 2022 budget was presented for approval.
- Serving Our Public 4.0 will be on the agenda for the next few months as the Board, Hill and staff work through the standards in preparation for next year's per capita grant application. The Library meets the Core Standards. Governance and Administration: We need to work on a written ADA Policy as well as research written compensation procedures.

Strategic Plan Update:

- Ongoing: POMS (Publicity, Outreach, Marketing, and Services) New calendar is up and running. Staff is still getting familiar with the new interface. Patrons have been using the online payment which has been working well.
- Ongoing: Pat Meder memorial donations will be used for the start-up collection for Our Library of Things. We will focus on books and crafting item such as knitting needles, crochet hooks, card making kits, calligraphy, etc. We may also receive a donation of cake pans.

Kiwanis/Rotary/Lions/Chamber/Outreach

- The Bags, Burgers, and Business event was held by the Chamber of Commerce and attended by Trustee Hovanec, K. Krettler, and S. Birmingham.
- Kiwanis and Rotary are sponsoring Night Golf on October 8. Dinner is \$25 for those who are interested in attending.

Staff:

- Ongoing: M. Ramadorai, Krettler, and Hill continue to work on our marketing plan this year.
- Ramadorai is in the midst of taking more responsibility for newsletter content.
- A staff meeting was held on Monday, September 20. Staff members were updated on several topics.

New Business:

Disposal of Library Furniture and Equipment: McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of the staff refrigerator. 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.

Approval of Revisions to Policy 110, Library Bill of Rights: McCleary moved to approve the revisions to Policy 110, Library Bill of Rights. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 428.1, Bloodborne Pathogens: McCleary moved to approve revisions to Policy 428.1, Bloodborne Pathogens. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 530.2, Study Rooms and Group Collaboration Room: McCleary moved to approve the revisions to Policy 530.2, Study Rooms and Group Collaboration Room. Koeller seconded the motion. The motion carried on voice vote.

Discussion of 2022 Wage and Salary Chart: A discussion was held about the 2022 Wage and Salary Chart.

Serving Our Public 4.0: Chapter 1 (Core Standards) and Chapter 2 (Governance): A discussion was held about Serving Our Public 4.0: Chapter 1 (Core Standards) and Chapter 2 (Governance).

Unfinished Business:

Approval of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: McCleary moved to approve the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: Hovanec 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 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: McCleary moved to approve 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. 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.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, October 27, 2021 at 7:00 p.m. The Policy Committee meeting will be held on Saturday, November 20 at 9:00 a.m.

Around the Table:

Canale shared that she will not be in attendance at the October 27 meeting. De La Rosa shared that the pumpkins are coming on October 1, which is the same day as Brew Fest. Hovanec noted that she is loving the fall weather we are having. Koeller shared that she went to visit her father in Florida and had a great visit. Hill mentioned she was going to try to take a few days off in the coming weeks. Krettler shared her family held a party for her grandfather's 90th birthday over the weekend.

Adjournment: McCleary 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 8:20 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary