

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 22, 2021**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 p.m.

Trustees Present: Deborah Canale, Jennifer Hovanec, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa.

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 October 27, 2021 Regular Board Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that the library was notified that a former Villa Park resident (and friend of Hubbard's) passed away and left money to the library in her trust. Hubbard reported she and Hill attended the November 8 Village Board Meeting as the Tax Levy was on the agenda.

Committee Reports: The Policy Committee met on November 19. The Policy Committee will meet again in February. The Finance Committee needs to meet sometime in early December.

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

Approval of bills/check register for November, 2021 (FY 2021) \$91,899.08: McCleary moved to approve the check register for November, 2021 (FY 2021) \$91,899.08. 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.

Financial Reports: An additional \$20,000 was received in property tax receipts.

RAILS News: Krettler reported there are two upcoming programs through RAILS: *Equity, Diversity, and Inclusion Elements* Virtual Training, scheduled on December 3,7, and 9 from 1-2 pm online; and *Accessing and Utilizing 2020 Census Data* webinar, scheduled for December 8 from 9:30-11 am. Krettler also reported that BiblioBoard is now called Inkie.org Library.

Legislative Update: Hill reported that she and Krettler attended the VFW Veterans Day event at the VFW on November 11. Senator Cullerton and Village Officials were in attendance.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported there will be an online performance by the Friends called *Santa Claustrophobia*, via YouTube on December 18. There was a total of \$132 raised from the Charleston Wrap Fundraiser in October. St. Nick's Mart is scheduled for Saturday, December 4 from 5-8 pm. At this time, there are 14 vendors attending. Luebker was working on decorating tags for the Giving Tree.

Report of Gifts and Programs Sponsorships: None.

Correspondence: None.

Library Director's Report:

Board:

- There are two part-time positions open in Youth Services.
- The Policy Committee met on November 19.
- A former District 45 teacher remembered the Library in their family trust.
- The Library was contacted by another individual who expressed interest in having the Library in their trust which may include donating a Betty Branch sculpture entitled *Friend for Life*.
- Staff are working on a RFP for the library van.

Building Update:

- Ongoing: The exhaust fan was replaced this past week.
- The marquee was worked on again. With hope, Pinnacle and Daktronics have resolved the issue.
- Staff purchased a disc cleaning machine and will be returning the rental.
- Hill is waiting to hear back from G. Harwood on the generator project.
- Staff have ordered a replacement chute for the drive up book returns. Staff will contact Pennington Ingalls to do the install.

Agenda Items:

- The Intergovernmental Agreement should bring some good program opportunities for VPPL patrons.
- There was a short turnaround for the policy work. Staff listed the policies on the regular Board agenda in an effort to be proactive. If passed, Policy 643, Public Information Networks/Internet Policy may need a different effective date than the approval date since implementation will take time.

Strategic Plan Update:

- Ongoing: POMS (Publicity, Outreach, Marketing, and Services): The new online room reservation system will be opened up to the public on December 6.
- Krettler is finalizing the Welcome brochure which will be introduced in January.
- The Meder donation is highlighted in the next issue of *The Resource: Library of Things: Creative Crafters Kits*.

Kiwanis/Rotary/Lions/Chamber/Outreach:

- Kiwanis held a Spaghetti Dinner on November 12.
- Joyful Traditions is scheduled for December 4. Alesia Bailey has included information on St. Nick's Mart in the Chamber's publicity.

Staff:

- Ongoing: Draft of the Marketing Plan was discussed by the Policy Committee.
- Administrative staff have worked on updating the staff intranet.
- There have been a couple of patron complaints regarding staff. In one instance, after the first interaction, Hill discussed the issue with the staff member and contacted the patron. Krettler attempted to contact this same patron after a second interaction in order to explain the issue of copyright. In yet another instance, a patron was upset because we did not kick another patron out from the Library

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 a coin/bill vending unit and LCD television.

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.

Approval of Intergovernmental Agreement for Joint Purchasing of Library Programming, Events, and

Services: McCleary moved to approve the Intergovernmental Agreement for Joint Purchasing of Library Programming, Events, and Services. Koeller seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Approval of new Policy 153, Goals of Library Service to Youth: McCleary moved to approve the revisions to Policy 153, Goals of Library Service to Youth. Hovanec seconded the motion. The motion carried on voice vote.

Approval of new Policy 461, Passport Agent and Notary Public Service Awards: McCleary moved to approve the revisions to new Policy 461, Passport Agent and Notary Public Service Awards. Luebker seconded the motion. The motion carried on voice vote.

Approval of new Policy 508, Exterior Signs: McCleary moved to approve the new Policy 508, Exterior Signs. Luebker seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 165, Resolution Regarding the Americans with Disabilities Act of 1990: McCleary moved to approve the revisions to Policy 165, Resolution Regarding the Americans with Disabilities Act of 1990. Koeller seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 643, Public Information, Services, and Networks / Internet Use Policy: The Board tabled Policy 643, Public Information, Services, and Networks / Internet Use Policy.

Approval of removal of Policy 578, Tag Day Collections: McCleary moved to approve the removal of Policy 578, Tag Day Collections. Hovanec seconded the motion. The motion carried on voice vote.

Unfinished Business:

Approval of the Per Capita Grant Application: McCleary moved to approve the Per Capita Grant Application. Luebker seconded the motion. The motion carried on voice vote.

Planning of Future Meetings: Hubbard noted the next Board meeting will be Thursday, December 16 at 7:00 p.m. The Policy Committee will meet on February 12, 2022, and the next Finance Committee meeting date is to be determined.

Around the Table:

Hovanec shared that she will be on vacation soon and starting a new job at the beginning of December. Hubbard wished all in attendance a Happy Thanksgiving. Koeller shared she is having her brace removed tomorrow after wearing it for the last six weeks. Luebker shared she will be having a smaller Thanksgiving this year than in year's past. McCleary shared he will be attending his annual candy making gathering this coming Saturday.

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 8:10 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary