

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
October 27, 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:** Jennifer Hovanec, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** Deborah Canale, Steve De La Rosa.

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

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

**Introduction of Visitors:** None.

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** None.

**Approval of the Minutes of the September 15, 2021 Finance Committee Meeting:** McCleary moved the minutes be approved. Luebker seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the September 22, 2021 Regular Board 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 to sign some interim checks. Hubbard and Hill attended the October 7 Intergovernmental Meeting held at Willowbrook High School. Food was catered by Brook Catering. Representatives from Oakbrook Terrace were also in attendance, as was the School District 48 Superintendent. Hubbard shared it was nice to see so many organizations represented at this meeting.

**Committee Reports:** 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 October, 2021 (FY 2021) \$93,196.26:** McCleary moved to approve the check register for October, 2021 (FY 2021) in the amount of \$93,196.26. 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.

**Financial Reports:** None.

**RAILS News:** Krettler reported the RAILS delivery count begins on Monday, November 1 and ends on Friday, November 5. The latest RAILS Minute from October 25 is available for viewing on the RAILS website.

**Legislative Update:** None.

**Professional Development:** None.

**Report of the Friends of the Library Liaison:** Luebker reported the Friends are getting ready for St. Nick's Mart. There are 8 vendors at this time. The pizza fundraiser ended and 26 coupons were sold. The Charleston Wrap fundraiser is ongoing and will end on October 31. The online play will begin December 18.

**Report of Gifts and Programs Sponsorships:** Two Adopt-a-Magazine donations were received.

**Correspondence:** None.

**Library Director's Report:**

**Board:**

- Staffing update: We have filled two part time positions for Public Services. References are being called for two other applicants. We have had no applicants for the 23 hour week position in Youth Services and have reposted the position.
- We hope to reopen on Sundays in mid-November.
- The Policy Committee will meet on November 20 at 9 a.m.
- The cyber liability insurance was renewed.

**Building Update:**

- Ongoing: The exhaust fan had some repair work done this past month. However, the motor needs to be replaced.
- The marquee continues to be problematic with some slides not appearing on the screen. Michelle Hoffman and Krettler continue to work with the vendor.
- We had three walls in the library equipped with a hanging rail system for pictures (two for youth and one for adult). In addition, a bulletin board for youth services was installed (similar to the one in the lobby) and a new laminate top was placed on a unit staff salvaged from the old desk. Staff will work on getting some pictures reframed.
- The front lawn was aerated and seeded in bare areas.
- Staff purchased more C-tables and coffee tables from KI primarily for use on the second floor.

**Agenda Items:**

- 2022 Wage and Salary Chart is presented for approval.
- Serving Our Public: Standards for Illinois Public Libraries: Per Capita grant application is presented for discussion. The Board may wish to meet as a Committee of the Whole to discuss future improvements.

**Strategic Plan Update:**

- Ongoing: POMS (Publicity, Outreach, Marketing, and Services). The new calendar is up and running.
- Some patrons have been asked to test the study room reservation system.

**Kiwanis/Rotary/Lions/Chamber/Outreach**

- Kiwanis is doing a spaghetti dinner fundraiser preceding the fall musical at Willowbrook.

**Staff:**

- Ongoing: Malini Ramadorai, Krettler, and Hill continue to work on our marketing plan this year.
- The physical processing of materials will be added as a job duty to the Page position job description. We have added a processing station in the Circ/YS workroom.
- The next issue of *The Resource* will be printed by Precise Printing Network in Glendale Heights. Our local printer was not able to procure paper for our job and referred us to Precise Printing Network.

**New Business:**

***Approval of Library Closings for 2022/Early 2023:*** McCleary moved the Library Closings for 2022/Early 2023 be approved. Luebker seconded the motion. The motion carried on voice vote.

***Approval of Library Board Meeting Schedule for 2022:*** McCleary moved the Library Board Meeting Schedule for 2022 be approved. Luebker seconded the motion. The motion carried on voice vote.

**Unfinished Business:**

***Serving Our Public 4.0 and Per Capita Grant Application:*** Discussion was held on the standards for Chapters 3 through 13. A rough draft of the Per Capita Grant application was also reviewed. This document will be brought back to the Board in November.

***Approval of Revisions to the 2022 Wage and Salary Chart:*** McCleary moved to approve the revisions to the 2022 Wage and Salary Chart effective June 2022. 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.

**Planning of Future Meetings:** Hubbard noted the next Board meeting will be Monday, November 22, 2021 at 7:00 p.m. The Policy Committee meeting will be held on Saturday, November 20 at 9:00 a.m. Hill will reach out to schedule a Finance Committee meeting towards the end of November.

**Around the Table:**

Hubbard wished everyone in attendance a happy Halloween.

**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 8:12 p.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary