

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 16, 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, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Jennifer Hovanec.

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 November 22, 2021, Regular Board Meeting:

McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the November 19, 2021 Policy Committee Meeting:

McCleary moved the minutes be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the December 7, 2021 Finance Committee Meeting

McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she attended the Friends of the Villa Park Library's St. Nick's Mart on Saturday, December 4. The event was well attended and vendors were enthusiastic.

Committee Reports: None.

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

Approval of bills/check register for December, 2021 (FY 2021) in the amount of \$87,593.52

McCleary moved to approve the check register for December, 2021 (FY 2021) in the amount of \$87,593.52. Luebker 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 reported we are on track with tax distributions.

RAILS News: Krettler reported there is a RAILS member update scheduled for Wednesday, January 19 from 10 am-12 pm online via Zoom.

Legislative Update: The Illinois Library Association Legislative Meet-up is scheduled for Monday, January 24, 2022 from 10-11am via Zoom. De La Rosa reported there is a lot of change happening in town.

Professional Development: Koeller reported that she attended the December 8 census webinar presented by the U.S. Census Bureau. She shared that it was a very interesting webinar and learned a lot about the census.

Report of the Friends of the Library Liaison: Luebker reported the following: the Friends held the St. Nick's Mart on Saturday, December 4. There were approximately 200 people who attended the three hour event. There were 14 vendors this year and many compliments were received by attendees. The Friends have also been working on an online play called *Santa Claustrophobia* which will be available to view via YouTube on December 18. The Giving Tree was very successful this year and all 42 items were purchased.

Report of Gifts and Programs Sponsorships: Hill noted two donations were received in the amount of \$1,000 each and three Adopt-a-Magazine donations were also received.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: None.

Library Director's Report:

Board:

- The Finance Committee met on December 7 to discuss budget amendments and special reserve plan.
- Staff continues to work on a RFP for the library van.
- The deadline for the Sexual Harassment Training for this year is December 31.

Building Update:

- Anthony Roofing conducted our first annual inspection of the roof.
- A draft of the Generator Installation Project packet is in the board packet.
- We have received the replacement chute for the drive-up book returns. Staff will contact the carpenters to do the install.
- Hill and McMahon met with a representative of Utica National Insurance Group to review the new building and fire protection systems.
- Some vinyl floors will be cleaned this upcoming Sunday.
- Staff will be ordering two picnic tables and two benches for next spring.

Agenda Items:

- The Oakbrook Terrace draft letter is included in the Board packet.
- The Generator Installation project packet will be part of Hill's report. Tentative dates need to be established.

Strategic Plan Update:

- Ongoing: POMS (Publicity, Outreach, Marketing, and Services): The new calendar reservation system has been up and running.

- The Meder donation is highlighted in the next issue of *The Resource*: Library of Things: Creative Crafters Kits. We had a couple of compliments on the collection choice.
- The Digital Media Lab is up and running with procedures in place for 3D printing by staff.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Kiwanis will not be bell ringing for the Salvation Army this year. They had been scheduled for Jewel. However, those plans fell through.
- St. Nick's Mart went well with over 200 people attending. Joyful Traditions had a great night as well.
- The Friends Giving Tree is doing well with 19 items adopted as of 12/8/2021.

Staff:

- Staffing update: We have two part time positions open in Youth Services. We also have a part time position open in Circulation.
- Ongoing: Draft of the Marketing Plan and Welcome Packet.
- Administrative staff members have worked on updating the staff intranet and have successfully placed policies onto the web site.
- The staff holiday lunch will be held on Monday, December 20.

New Business:

Discussion of New Generator Installation Project: A discussion was held about the New Generator Installation project.

Discussion of Annual Certification: A discussion was held about the Annual Certification process.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, January 26, 2022 at 7:00 p.m. The next Policy Committee meeting is scheduled for Saturday, February 12 at 9:00 a.m. The Finance Committee will need to meet in January to discuss final budget amendments; date to be determined.

Around the Table:

Canale shared she saw a Christmas tree made out of books at another library. De La Rosa shared he will be staying home for Christmas. Hubbard told all to be safe and stay well. Koeller is hosting Christmas Eve and looking forward to having Polish food for the meal. Luebker shared she will be hosting Christmas. Hill shared she will be hosting Christmas with her family.

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 8:11 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary