

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 28, 2022**

**Call to Order:** Vice President Koeller called the regular meeting of the Villa Park Public Library Board of Trustees to order at 5:00 p.m.

**Trustees Present:** Deborah Canale, Steve De La Rosa, Jennifer Hovanec, Wanda Koeller, Dianne Luebker.

**Trustees Absent:** Pat Hubbard; Mark McCleary.

**Also Present:** Sandra Hill, Library Director; Meg Rose, Recording Secretary.

**Introduction of Visitors:** None.

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** Appointment of Treasurer Pro Tem.

**Appointment of the Treasurer Pro Tem:** Koeller appointed Canale to act as Treasurer Pro Tem in the absence of McCleary.

**Approval of the Minutes of the August 24, 2022, Regular Board Meeting:** Luebker moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the August 20, 2022, Policy Committee Meeting:** Canale moved the minutes be approved. Hovanec seconded the motion. The motion carried on voice vote.

**Approval of the Minutes of the September 17, 2022, Finance Committee Meeting:** Luebker moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

**Report of the Board President:** None.

**Committee Reports:** The Finance Committee has no scheduled meetings at this time. The Policy Committee will meet on November 12, 2022, at 9:30 a.m. The Committee of the Whole will meet on October 29, 2022, at 9:30 a.m.

**Report of the Treasurer:** None.

**Approval of bills/check register for September 2022 (FY 2022) in the amount of \$138,647.99:** Luebker moved to approve the check register for September 2022 in the amount of \$138,647.99. 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.

Koeller noted that the detail on the check register was helpful. Hill highlighted some of the expenditures listed.

**Financial Reports:** None.

**RAILS News:** None.

**Legislative Update:** De La Rosa reported that the Fall veto session was coming up, as was information on the upcoming elections.

**Professional Development:** None.

**Report of the Friends of the Library Liaison:** Luebker reported the following: The Friends met on September 14. They will be doing pizza coupons in November and conducting the St. Nick's Mart on the first weekend in December. Vendor applications for the Mart will be available on October 1.

**Report of Gifts and Programs Sponsorships:** Hill noted six donations; five of the donations were in memory of Fay Zaroogian.

**Correspondence:** None.

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

**Deputy Director's Report:** Krettler's written report highlighted: Circulation staff member Val Garay is assisting SWAN with the translation of the catalog into Spanish. Her work was mentioned at the SWAN expo. Krettler and Hill attended the Kiwanis and Rotary Night Golf fundraiser on September 28. Krettler met with a representative from District 45 about Cards for Kids library card program. Krettler is working on a draft of an intergovernmental agreement with the schools. Krettler will attend the Village Manager's Leadership Book Discussion on September 30.

**Library Director's Report:** Hill highlighted the following items from her Director's report: The sealcoating project was completed on August 27 and 28; it went well. Permits have been issued for the two fencing projects. JULIE marked the areas for the AT&T work and for the new trees that will be planted. Improvements to the Youth Services area are being discussed. Hill, Sean Birmingham, and John Bradford attended the Chamber's event on September 14. Service Desk staff have begun to meet more regularly. Castle Chevrolet has chosen the Villa Park Public Library as their charity of the month for October. The bronze donor wall leaves are not available; the vendor will send samples of the acrylic version for the Board to view.

**Serving Our Public 4.0: Standards for Illinois Public Libraries:** Hill highlighted some of the standards for the Board, including the need for Board members to participate in continuing education opportunities. Review of the library's space must be done every five years; this standard will be incorporated into the Strategic Plan. Fire extinguisher training for library staff will be conducted by Frederickson in November. To increase community outreach, the library plans to hire a marketing coordinator in January. A TikTok Team has been established to increase outreach to the teen community.

**Strategic Plan:** The Committee of the Whole is meeting on October 29 to discuss the Strategic Plan. Hill asked the Board for direction as to what information they need to prepare for this meeting. Canale suggested information on what is expected from the Board and from the consultant, as well as an outline of the process from the last Strategic Plan. Hill will identify strengths and weaknesses from the last strategic plan process. Hovanec asked for an estimate of staff time spent on the last Strategic Plan.

**New Business:**

**Disposal of Library Furniture and Equipment:** Staff requested permission from the Library Board to dispose of obsolete and/or damaged equipment consisting of twelve personal computers. Luebker moved to approve the disposal. Canale seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion Carried.

***Approval of Agreement for Cleaning Services with Chi-Town Cleaning in the amount of \$47,731.00 for Year 1 and \$50,040.00 for Year 2 (starting in November 2022):*** Hill asked the Board to table the decision at this time. It will be discussed at the Board meeting in October 2022. Luebker moved to approve to table the decision until the October Board meeting. Canale seconded the motion. The motion carried on voice vote.

**Unfinished Business:**

***Approval of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year:*** Luebker 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 five members in attendance was taken: Yes-5; 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, 2023 and ending on December 31, 2023:*** Canale moved to approve the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2023 and ending on December 31, 2023. 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.

Hill noted one change in the budget. Additional dollars were moved to Automations Services for software needs. The Technology Plan will be presented to the Board at the October meeting. In addition, Hill noted that there were additional dollars allocated for disposal and accounting in case those expenditures increased.

**Planning of Future Meetings:** The next Board meeting will be on October 26, 2022, at 7:00 p.m. The COW meeting will take place on October 29, 2022, at 9:30 a.m.

**Around the Table:**

De La Rosa shared that 1200 Scout pumpkins are available at Fuel & Crème throughout October. Some pumpkins cost as low as \$1.00, and teachers get a 50% discount. Hovanec reported that she has finished 80 audiobooks so far this year. Koeller has purchased a new car. Luebker is leaving for a vacation in Boca Raton, Florida. Hill will be off on October 6 and 7.

**Adjournment:** Luebker moved to adjourn. Hovanec 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 6:09 p.m.

Respectfully submitted,

Meg Rose  
Recording Secretary