

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 21, 2022**

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: Jeff Sand, Automation Services Coordinator.

Hubbard introduced Jeff Sand, Automation Services Coordinator of the library. Sand shared the Technology Plan for FY 2023-2025 and reviewed the highlights. The Board thanked Sand for attending tonight's meeting.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the October 26, 2022 Regular Board Meeting: McCleary moved the minutes be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the October 29, 2022 Committee of the Whole Meeting: McCleary moved the minutes be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the November 12, 2022 Policy Committee Meeting: McCleary moved the minutes be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill to review sample leaves for the donor wall. Hubbard reported that she and Hill attended the Intergovernmental Meeting held at the new School District 45 Early Childhood Center. Hubbard also shared that she spoke with Hill and discussed the Strategic Plan process. Hubbard asked Canale and Krettler to co-chair the Strategic Plan Committee. This will be an ad-hoc committee. Board members in attendance were in agreement. Hubbard appointed Canale and Krettler co-chairs for the Strategic Plan Committee.

Committee Reports: The Policy Committee met on Saturday, November 12 at 9:30 a.m. to review policies included on this agenda and will meet again on February 11, 2023. The Finance Committee did not meet.

Report of the Treasurer: McCleary stated he had reviewed the check register for November, 2022 (FY 2022) and all was in order.

Approval of bills/check register for November, 2022 (FY 2022) \$105,025.06: McCleary moved to approve the check register for November, 2022 (FY 2022) in the amount of \$105,025.06. 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: None.

RAILS News: Krettlar reported that Explore More Illinois, RAILS' online cultural and recreational pass program for Illinois libraries, welcomed its newest attraction, Tinker Swiss Cottage Museum and Gardens in Rockford. Tinker Swiss Cottage is a historic Victorian house museum located in the heart of Rockford, Illinois.

Legislative Update: De La Rosa shared that representation on the DuPage County Board is getting more diverse. Deb Conroy is now the County Board Chair.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported there were twenty vendors signed up for St. Nick's Mart, scheduled for Saturday, December 5 from 5-8 p.m. The Friends sold 100 coupons for Lou Malnati's; it was very well received.

Report of Gifts and Programs Sponsorships: There were two adopt-a-magazine subscriptions.

Correspondence: None.

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

Deputy Director's Report: Krettlar reported:

- She worked with the POMS staff team to finalize proofreading on the next issue of *The Resource*, which is scheduled to go to the printer the week of November 7. The next issue will cover the months of January-April 2023.
- She attended the Illinois Library Association's conference exhibits with Sean Birmingham and John Bradford on Thursday, October 20. Staff spoke to several vendors at the exhibits to follow up on a few issues we were looking to have resolved.
- She worked with Hill to plan the Rotary Club of Villa Park's Annual Holiday Dinner & Silent Auction, scheduled for Tuesday, December 6 at Allegra Banquets.
- She worked with staff from Serenity House Counseling Services to schedule Narcan (Naloxone) training for interested staff. Training was scheduled for early November.

Library Director's Report:

Board:

- Policy Committee met on Saturday, November 12 at 9:30 a.m. The policies discussed are on the agenda for approval.
- Additional sample colors were received for the leaves for the donor tree. There was a nice copper color, which will fit in with the gold and silver. We received the mockup of the trees on Thursday, November 17.
- Board President Hubbard and Hill attended the Intergovernmental Meeting on Thursday, November 18.

Building Update:

- The fence along the east side of the parking lot has been completed.
- Staff have asked for a quote on fencing from Cardinal Fence and have requested a permit for the additional fencing near the AT&T boxes.
- AT&T appears to have completed the improvements to their area leading to their equipment.
- Bolder Lawns has started work on the patio area. They hope to finish next week (waiting on the caps).
- Oakbrook Mechanical will be replacing two sensors on two of the rooftop units.
- The plumber identified the source of the hum/whistling on the second floor outside of the staff room and silenced it.

- On Wednesday, November 16, staff called the Fire Department for a strange smell coming from the server room. The Fire Department could not find anything. Staff continued to investigate and discovered it may be caused by the Tripp Lite UPS.
- Staff met with the carpenter to discuss some improvements to the Youth Services area.
- Staff ordered some stools, activity cube, coat hooks, etc. for the early childhood area and program room.

Strategic Plan: None.

Kiwanis/Rotary/Lions/Chamber/Outreach:

- The Rotary Christmas Dinner is scheduled for Tuesday, December 6.
- The Kiwanis Club met on November 16 at Jefferson Middle School and took a tour of the school.

Staff:

- Several staff members have taken fire extinguisher training.
- Several staff members have taken Narcan training.
- There will be a staff holiday lunch on Tuesday, December 13.

Services:

- The Library assisted the Environmental Concerns Commission in receiving free LED light bulbs and weather stripping from ComEd. These items will be distributed to members of the community by the Commission, the Library, and Tri-Town YMCA.
- The Fire Department held a firefighter exam at the library on November 18, 2022. They expect 36 applicants.
- Potential Future Agenda Item: Approval of Resolution requesting the corporate authorities of the Village of Villa Park, Du Page County, Illinois, to abate portions of the 2022 Library bond tax levies. The Library Board received \$105,447.01 from the Village as a disbursement for unused dollars from the Ovaltine TIF District. These dollars are unrestricted funds and can be used to abate Library bond tax levies. A sample resolution from the attorney has been received. Hill will check with the Village's Finance Director in order to determine if this item should be discussed next fiscal year.

New Business:

Approval of Technology Plan: McCleary moved the Technology Plan be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of new Policy 452, Victims' Economic Security and Safety Act (VESSA): McCleary moved to approve new Policy 452, Victims' Economic Security and Safety Act (VESSA). Canale seconded the motion. The motion carried on voice vote.

Approval of new Policy 513, Parking Lot: McCleary moved to approve new Policy 513, Parking Lot. Koeller seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 166, Ethics Act: McCleary moved to approve new Policy 166, Ethics Act. Luebker seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 213, Electronic Attendance: McCleary moved to approve as revised Policy 213, Electronic Attendance. Luebker seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 446, Funeral Leave: McCleary moved to approve as revised Policy 446, Funeral Leave. Luebker seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 530, Meeting Room Use: McCleary moved to approve as revised Policy 530, Meeting Room Use. Canale seconded the motion. The motion carried on voice vote.

Approval of revisions to Policy 711, Laptop Checkout Policy: McCleary moved to approve as revised Policy 711, Laptop Checkout Policy. Luebker seconded the motion. The motion carried on voice vote.

Review of Intergovernmental Agreement for School Districts: The Board reviewed the Intergovernmental Agreement for School Districts.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, December 21, 2022, at 7:00 p.m. The next Policy Committee meeting is scheduled for Saturday, February 11, 2023 at 9:30 a.m.

Around the Table: None.

Adjournment: McCleary moved to adjourn. Canale 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 8:50 p.m.

Respectfully submitted,

Kandice Krettlar
Recording Secretary