

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 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, Jennifer Hovanec, Pat Hubbard, Wanda Koeller, Dianne Luebker.

Trustees Absent: 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: None.

Approval of the Minutes of the November 21, 2022 Regular Board Meeting: Luebker 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 met with Hill in November to finalize details on the donor tree. She and Hill attended the Village Board meeting on December 12 for the first reading of the tax levy. On December 19, the Village Board voted to accept the tax levy.

Committee Reports:

The Policy Committee will meet in February to address the bereavement policy and the emergency closure policies. The Finance Committee needs to set up a meeting to work on the budget amendments due at the end of January.

Report of the Treasurer: Hill stated McCleary had reviewed the check register for December, 2022 (FY 2022) prior to the Board meeting, signed off on the bills, and had indicated that all was in order.

Approval of bills/check register for December, 2022 (FY 2022) \$98,062.20: Luebker moved to approve the check register for December, 2022 (FY 2022) in the amount of \$98,062.20. 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.

Discussion about the cleaning service contract and about the order from Hendrickson, a furniture company ensued. Hill indicated that the library is renewing its contract with Tenacious for another year and that furniture for the Youth Services area was ordered from Hendrickson.

Financial Reports: None.

RAILS News: Hovanec reported that she has been hired as the Executive Director of LaGrange Library and will begin in January.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported that the St. Nick's Mart held by the Friends on December 3 had 20 vendors and was attended by a large crowd. The Friends are working on three events: the Cocoa Crawl with the Chamber; a Spring crafts show; and a Spring fundraiser with Nothing Bundt Cakes.

Report of Gifts and Programs Sponsorships: None.

Correspondence: Thank you letters were received from patrons, the Montessori School, and the Villa Park Fire Department for its use of the library facilities to conduct testing, safety training, and interviews.

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

Deputy Director's Report: Krettler was not able to attend the Board meeting due to a family emergency.

Library Director's Report:

Board:

- The Policy Committee will meet on Saturday, February 11, at 9:30 a.m.
- A meeting date for the Finance Committee to discuss FY2022 budget amendments must be scheduled.
- Hubbard and Hill attended the Village Board meeting on December 12. Hill attended the village board meeting on the December 19.
- The Sikich letter of engagement for accounting services in 2023 will be signed tomorrow. Hill reported that she had contacted Brian LeFevre about the debt service fund. LeFevre indicated the fund would need to remain in place until the end of the debt term. At that time, the Board would then act on any remaining funds.

Building Update:

- Staff have been working with Gabel Schubert on the final details for the donor tree. The tree is being made.
- Staff members Michael McMahon and Sean Lyons picked up the new high school display unit from Opto in Wood Dale which saved \$600 in shipping costs.
- Security cameras were installed on December 15 and 16. Hill has to check on their programming.
- A wired doorbell is being added at the staff entrance for deliveries.
- The Village contacted Hill on a plumbing issue experienced by a resident on Ardmore Avenue. After contacting the owner's representative, Hill sent the information to Craig Polte of Wight Construction and Andy Dogan of Williams Architects.

Strategic Plan: Hill sent timelines and action steps from the previous strategic planning process to Canale and Kandice Krettler.

Staff:

- Village Manager Harline has initiated a book discussion group for managers from Village departments in order to develop the principles of servant leadership. Hill reported that the books chosen are very instructive and there is a strong benefit to gathering for an exchange of ideas among other managers.
- Staff holiday lunch was held on December 14.
- Staff began discussing plans for the Staff Inservice Day which historically is scheduled to occur annually in August. This is a day for staff training and professional development. The library is usually closed all day. Staff members Maggie Rountree and Nancy Gergets will coordinate these efforts.
- Hill asked for direction on the potential closing of the Library due to the incoming winter storm. The Board consensus was to follow the current policy on closing and would like the Policy Committee to review the current policy. The Board would like to see the Library open on Friday since the Library is a warming center.

Services:

- The Library added new databases for patrons: Creative Bug, New York Times, and Teachables. In addition, the Novelist product now has a chat feature.
- The Environmental Concerns Commission held a ComEd energy program at the Library on December 15 and is providing free LED lightbulbs and weather stripping from ComEd. The Library is distributing these items to members of the community.
- Rae Rupp-Srch donated STEM kits for the large print collection and a stained-glass piece for the Youth Services program room.
- SWAN members voted to move forward on the purchase of Message Bee, a new notification service.
- The Library will be using Ingram for book purchases in addition to the current vendors.
- The Library will meet with Fuel and Crème to explore partnering for a Paint and Sip program.
- The Fire Department conducted firefighter interviews at the Library on December 12 and 13.

New Business:

Disposal of Library Furniture and Equipment: De La Rosa moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of a youth slanted reading table. 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.

Approval of Intergovernmental Agreement with Villa Park School District 45: Luebker moved to approve the Intergovernmental Agreement into which the Library and Villa Park School District 45 wish to enter to make library services and materials available for use to the School District by providing all staff who are employed by the School District with Educator Library Cards. Canale seconded the motion. The motion carried on voice vote.

Approval of Intergovernmental Agreement with Salt Creek School District 48: De La Rosa moved to approve the Intergovernmental Agreement into which the Library and Salt Creek School District 48 wish to enter to make library services and materials available for use to the School District by providing all staff who are employed by the School District with Educator Library Cards. Koeller seconded the motion. The motion carried on voice vote.

Approval of Intergovernmental Agreement with DuPage High School District 88: Canale moved to approve the Intergovernmental Agreement into which the Library and DuPage High School District 88 wish to enter to make library services and materials available for use to the School District by providing all staff who are employed by the School District with Educator Library Cards. Hovanec seconded the motion. The motion carried on voice vote.

Discussion of Oakbrook Terrace Agreement: A discussion was held on the annual Oakbrook Terrace Agreement which is scheduled for approval at the February 22, 2023 Library Board meeting. Hill will edit and send the letter to Mr. Ritz, the new City Manager.

Discussion of amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2022 and ending on December 31, 2022: A discussion was held on amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2022 and ending on December 31, 2022. Hill reported that the Per Capita grant was received.. Hill noted that budget adjustments were done this year to address the costs of office supplies and improvements in Adult programs.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Board meeting is Wednesday, January 25, 2023, at 7:00 p.m. and the next Policy Committee meeting is scheduled for Saturday, February 11, 2023 at 9:30 a.m. Canale asked that a Strategic Planning Committee meeting be scheduled in January. Hill would also like to schedule a Finance Committee meeting in January.

Around the Table: De La Rosa told everyone to stay healthy and reminded people to walk slowly so they don't slip. Hovanec extended warm wishes to everyone. Koeller wished everyone Merry Christmas and Happy New Year. Luebker invited everyone to stop by the Giving Tree to make a donation.

Adjournment: Luebker moved to adjourn. De La Rosa 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,

Meg Rose
Recording Secretary