

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
January 25, 2023 @ 7:15 p.m.**

**Call to Order:** President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:15 p.m.

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

**Trustees Absent:** None.

**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 December 21, 2022 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 January 14, 2023 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 met with Hill once in January for an update.

**Committee Reports:** The Finance Committee met on January 14, 2023. Hill commented that it was nice to have Chuck Howard, the Finance Director from the Village of Villa Park in attendance. The Policy Committee will meet on Saturday, February 11, 2023 at 9:30 a.m.

**Report of the Treasurer:** McCleary stated he had reviewed the check registers for January, 2023 (FY 2022) and January, 2023 (FY 2023) and all was in order.

**Approval of bills/check register for January, 2023 (FY 2022) in the amount of \$57,185.42:** McCleary moved to approve the check register for January, 2023 (FY 2022) in the amount of \$57,185.42. Luebker seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

**Approval of bills/check register for January, 2023 (FY 2023) in the amount of \$40,707.95:** McCleary moved to approve the check register for January, 2023 (FY 2023) in the amount of \$40,707.95. Hovanec seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

**Financial Reports:** None.

**RAILS News:** Krettler reported Secretary of State Alexi Giannoulias released the Library Enhancements Report. The Library Enhancements Committee's findings include access to diverse and inclusive information by equitably distributing library resources, activating more collaborative partnerships, and supporting freedom of thought. This includes narrowing the digital divide through improved accessibility of e-books and online education resources. The Library Enhancement Report is part of the Secretary of State's Transition Team's report.

**Legislative Update:** De La Rosa reported elected officials have been sworn in throughout the state.

**Professional Development:** None.

**Report of the Friends of the Library Liaison:** Luebker reported the Friends are participating in the Cocoa Crawl by sponsoring the commemorative mugs handed out for each \$10 ticket purchased. The Friends will also partner with the Rotary Club of Villa Park on the Trivia Night scheduled for Thursday, March 16. The Spring Craft & Vendor Fair will be held on Sunday, May 7. Mystery Play auditions will be held on August 29 to determine whether or not enough actors will be willing to participate in the Friends' fall Mystery Play.

**Report of Gifts and Programs Sponsorships:** One Adopt-A-Magazine donation was received, as well as two monetary donations.

**Correspondence:** Village communications were shared.

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

**Deputy Director's Report:**

- Krettlter reached out to receive an update on the outreach van from the dealership. The van will be delivered to the dealership in June, 2023 (tentative date as of this time).
- Krettlter attended the City of Oakbrook Terrace City Council meeting on January 10 at 7pm, to provide an update on library services.
- Hoffmann and Krettlter met with the Library Technical Assistant (LTA) student the library will be hosting this Winter/Spring.
- Krettlter attended the Friends of the Villa Park Library meeting on 1/11/23.
- Krettlter attended the Finance Committee meeting on 1/14/23.

**Library Director's Report:**

**Board:**

- The Policy Committee will meet on Saturday, February 11 at 9:30 a.m.
- The Finance Committee met on January 14 to discuss budget amendments. A few budget lines were revised since the checks were run after the meeting.
- The annual certification for the library was completed in early January.
- Staff members are working on updating the organizational chart based on the addition of 4 new job descriptions.

**Staff:**

- The Staff In-Service day committee is composed of A. Davis, N. Gergets, D. Kuhr, and M. Rountree.
- S. Birmingham and J. Jansen started interviews for the two part-time Public Services Associates.
- ALA is in Chicago this year. <https://2023.alaannual.org/rates-and-registration>. Some staff will attend the full conference and others will attend the exhibits only.

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

- Rotary: Trivia Night with the Friends of the Villa Park Library will be held on March 16 at Crazy Pour.
- Kiwanis: Next event will be the Bowl-a-Thon to be held on February 4.

**Services:**

- Hill will ask the Environmental Concerns Commission to sponsor the Cocoa Crawl paper cups for the participating businesses.
- The library added *World Book Online* as a resource. We anticipate highlighting each new online resource in the next few months.
- The Friends will try garnering cast members for the mystery play this fall.
- Staff worked with Rae Srch on selecting a stained glass picture to be placed in the Jelf Youth Program Room.

**Building Update:**

- Ongoing: Staff have been working with Gabel Schubert on the final details for the donor tree which should be completed in a couple of weeks.
- The security cameras project was completed this month. We are waiting for parts for the proximity locks.
- The stairway for the roof has been put into place. Anthony Roofing used a truck crane to place it on the roof.
- Powerlink Electric did a site visit on Wednesday, January 18. They will be out on January 24 to start interior work on the generator project. The generator itself should be in sometime in June.

**Wayfinding:**

- Staff added new signage in Youth Services to fit in their book stacks in order to assist patrons in finding materials more easily. We decided to order signage to assist with wayfinding in the Adult Services Department as well.
- Staff are discussing highlighting series as well.

**Miscellaneous:**

TriTown YMCA Grant Award: TriTown YMCA recently received two grants. Hill had been asked to write a letter of support for the grants. J. Jansen will represent the library in upcoming Early Education meetings.

**New Business:**

***Disposal of Library Furniture and Equipment:*** McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of one copier, one vending coin-op, and firewall router. Luebker seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

***Approval of Library Closing for August 18, 2023:*** A discussion was held about closing the library for the Friday, August 18, 2023 Staff In-Service Day. McCleary moved the Library Closing for Friday, August 18, 2023 Staff In-Service Day be approved. Luebker seconded the motion. The motion carried on voice vote.

***Approval of New Job Description for Public Information Coordinator:*** A discussion was held about the approval of the new job description for the Public Information Coordinator position. McCleary moved the new job description for the Public Information Coordinator be approved. Hovanec seconded the motion. The motion carried on voice vote.

***Approval of New Job Description for Circulation/Outreach Manager:*** A discussion was held about the approval of the new job description for the Circulation/Outreach Manager position. McCleary moved the new job description for the Circulation/Outreach Manager be approved. Luebker seconded the motion. The motion carried on voice vote.

***Approval of New Job Description for Housekeeper:*** A discussion was held about the approval of the new job description for the Housekeeper position. McCleary moved the new job description for the Circulation/Outreach Manager be approved. Hovanec seconded the motion. The motion carried on voice vote.

***Approval of New Job Description for Groundskeeper:*** A discussion was held about the approval of the new job description for the Groundskeeper position. McCleary moved the new job description for the Groundskeeper be approved. Luebker seconded the motion. The motion carried on voice vote.

***Approval of Revisions to the 2022 Wage and Salary Chart:*** McCleary moved to approve the revisions to the 2022 Wage and Salary Chart. Canale seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

**Unfinished Business:**

***Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2022 and ending on December 31, 2022:*** McCleary moved to approve the Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2022 and ending on December 31, 2022. Hill will roll over \$250,000 to the Special Reserve Fund. The Capital Replacement Plan will be updated and posted to the website. Hovanec seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

**Planning of Future Meetings:** Hubbard noted the next regular Library Board meeting will be held on Wednesday, February 22, 2023 at 7:00 p.m. The Policy Committee will meet on Saturday, February 11, 2023 at 9:30 a.m. The Strategic Planning Committee will meet on Thursday, February 2, 2023 at 6:00 p.m.

**Around the Table:** Leubker shared that Amazon Smile will be ending soon. Koeller shared she recently learned that residents can place composting into leaf bags in Villa Park.

**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 8:35 p.m.

Respectfully submitted,

Kandice Krettlar  
Recording Secretary