

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
March 22, 2023**

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, Mark McCleary.

Trustees Absent: None.

Also Present: Sandra Hill, Library Director; Kandice Krettler, Recording Secretary.

[Canale entered at 7:01 p.m.]

Introduction of Visitors: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the February 22, 2023 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 March 2, 2023 Strategic Planning Committee Meeting: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard introduced Scott McCleary, son of Mark McCleary, who surprised and presented his father with a plaque acknowledging his father's 32 plus years of service on the Library Board. Scott McCleary and family donated funds to purchase the newly installed donor wall in the first floor lobby of the library. A group photo was taken by the donor tree.

Committee Reports: The next Strategic Planning Committee meeting will be held on Thursday, April 6 at 5:30 p.m. to begin interviews of consultants. The next Policy Committee meeting will be held on Saturday, May 6 at 9:30 a.m., the Finance Committee will meet on Friday, April 14 at 3:15 p.m. to look at updates to the capital replacement plan and budget amendments.

Report of the Treasurer: McCleary stated he had reviewed the check register for March, 2023 (FY 2023) and all was in order.

Approval of bills/check register for March, 2023 (FY 2023) \$67,154.09: McCleary moved to approve the check register for March, 2023 (FY 2023) in the amount of \$67,154.09. Koeller 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 RAILS has a newly redesigned website. There is also a Library Trustee Illinois Public Library Trustee Survey available online. The Illinois Secretary of State's office awarded the Illinois Heartland Library System (IHLS) with grant money to develop a statewide online learning portal for public library trustees. The survey will take about 2 to 4 minutes to complete. The data collected will not be shared but will be used solely to help RAILS shape the portal's content to best meet the needs of trustees. The deadline is March 31, 2023.

Legislative Update: De La Rosa reported the American Library Association has an action alert, requesting supporters to reach out to representatives to ask for full funding for libraries.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Cocoa Crawl was a tremendous success with 253 people attending the event. Feedback was very positive from those participating. Trivia Night was also a great success with 63 participants. The next Friends' meeting is scheduled for Wednesday, April 12. The Friends will hold their general election at the meeting and have sponsored the *Chocolate 101* with Gale Gand program that night from 7-8:30 p.m.

Report of Gifts and Programs Sponsorships: None.

Correspondence: Two thank you letters were received.

Letters to Departing Staff Members & Thank You Letters: A letter was sent to James Albright.

Deputy Director's Report: Krettler reported:

- M. Hoffmann staffed the table on the day of the Cocoa Crawl (February 25) to hand out event passports to event participants. The event was a great success with 253 participants.
- Krettler sat in on Public Information Coordinator interviews with Hill the first week of March.
- Krettler attended the Strategic Planning Committee meeting on Thursday, March 2.
- Krettler attended the Friends of the Villa Park Library meeting on Wednesday, March 8.
- Krettler and Circulation staff attended the Public Services staff meeting on Thursday, March 9.
- Krettler worked with the Northern Illinois LEGO Train Club set-up with Hill, M. Hoffmann, and M. McMahon on Friday, March 10. The event was held on Saturday, March 11 & 12. It was attended by 754 patrons in the library on Saturday, March 11 and 562 patrons in the library on Sunday, March 12.
- Krettler attended the Chamber Scholarship Luncheon on Tuesday, March 14 at Willowbrook High School.
- Krettler attended the Friends/Rotary Trivia Fundraiser on Thursday, March 16 at Crazy Pour. There were 63 participants.

Library Director's Report:

Board:

- Policy Committee will meet on Saturday, May 6 at 9:30 a.m.
- Hill would ask the Finance Committee to consider a meeting sometime in mid-April in order to review updates to the capital replacement plan and budget amendments.
- Strategic Planning Committee met on March 2 at 6:00 p.m. Next meeting will be April 6 at 5:30 p.m.
- 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. Staff are waiting to register until we can determine if single day attendance would make more sense for some.
- LACONI Trustee Banquet information can be found here: <https://www.eventbrite.com/e/laconi-trustee-banquet-tickets-522121317917>
- Hill confirmed with the library's attorney that we need to move forward on forming a committee for new legislation "The Decennial Committee on Local Government Efficiency Act." This law requires local governments to convene a committee to report on efficiency. Hill and Hubbard will attend a RAILS webinar which will give an overview of the act and a walkthrough of a sample library report.

Staff:

- Ongoing: The Staff In-Service day committee is composed of A. Davis, N. Gergets, D. Kuhr, and M. Rountree. The Committee recommends a visit to Cantigny Museum this year.

- S. Birmingham hired a new Public Services Associate. Daniel Rafac is our new Associate.
- Aurora Slinkman is the library's new Public Information Coordinator.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary: Trivia Night with the Friends of the Library was held on March 16 at Crazy Pour.
- Kiwanis: Let Hill know if you would like a bag of Vidalia onions. The cost is \$11 for a ten pound bag.

Services: None.

Building Update:

- Ongoing: Gabel Schubert finalized the donor tree.
- New picnic tables are scheduled to arrive in May.
- Elevator, fire testing, and inspections will be the focus for the next couple of months.
- Ongoing: McMahan and Hill met with a vendor to discuss the possibility of adding a water connection near the statue area and some type of sprinkler system to the south side of the library. Bolder Lawns will be working on a couple different quotes.

Wayfinding:

- Ongoing: There will be some nonfiction signage added to the stacks next month.

New Business:

Discussion of Strategic Plan: A discussion was held about the Strategic Plan process.

Unfinished Business: None.

Planning of Future Meetings: The next Regular Library Board Meeting will be held on Wednesday, April 26 at 7:00 p.m. The next Strategic Planning Committee meeting will be held on Thursday, April 6 at 5:30 p.m. The Finance Committee will meet on Friday, April 14 at 3:15 p.m. The Policy Committee will meet on Saturday, May 6 at 9:30 a.m.

Around the Table: McCleary shared he was very surprised by the plaque and donor wall. He thanked all of the Board members in attendance. Luebker shared she enjoyed the LEGO® exhibit. De La Rosa shared he is working on spring cleanup after the rains. Koeller shared she enjoyed the Chamber's Scholarship Luncheon held at Willowbrook High School. Hovanec shared news of Illinois HB 2789 which would require each Illinois library that receives State grants to establish an anti-censorship policy. Canale attended last night's Villa Park Junior Women's Club candidate forum. Hill shared she was looking forward to using her new deck in the warmer weather. Hubbard reported she was happy to be back home.

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 8:06 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary