

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 26, 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, Jennifer Hovanec, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Steve De La Rosa.

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 March 22, 2023 Regular Board Meeting: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the April 6, 2023 Strategic Planning Committee 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 April 14, 2023 Finance Committee Meeting: McCleary moved the minutes be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported that she and Hill attended the webinar regarding the Decennial Committees on Local Government Efficiency Act. Initially the library's attorney stated the library would need to form a committee, but then reversed his opinion and stated that since the library does not levy its taxes, it did not have to participate. On April 21, Hubbard met with Hill to prepare for National Library Week. Hubbard wrote thank you cards to each staff member and included a gift card in recognition of National Library Week.

Committee Reports: Strategic Plan Committee met on April 6. The Finance Committee met on April 14 and discussed the Revised Capital Replacement Plan and investment of funds in CDs. The Policy Committee will meet on June 10 at 9:30 a.m.

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

Approval of bills/check register for April, 2023 (FY 2023) in the amount of \$92,352.93: McCleary moved to approve the check register for April, 2023 (FY 2023) in the amount of \$92,352.93. 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.

Financial Reports: Hill reviewed a couple of statements with the Board.

RAILS News: The Library Directory & Learning Calendar (L2) website will be offline for server and software updates on Sunday, April 30.

Legislative Update: None.

Professional Development: Koeller shared she attended the most recent Illinois Libraries Presents program and really enjoyed it. Koeller also shared that the Newberry Award winner was a first time author born in Puerto Rico.

Report of the Friends of the Library Liaison: Luebker reported the Volunteer Fair will be held on Saturday, April 30. The Spring Craft & Vendor Fair will be held on Sunday, May 7 and there will be 32 vendors.

Report of Gifts and Programs Sponsorships: There were two Adopt-A-Magazine donors who adopted four magazine titles.

Correspondence: Islamic Foundation School donated a gift basket for staff. A note from the basket was shared with the board. A thank you card from Meg Rose was shared.

Letters to Departing Staff Members & Thank You Letters: A letter was sent to Lucy Fulgencio.

Deputy Director's Report: Krettler reported:

Outreach updates:

- Krettler worked with Ruth Ebbinghaus and Jean Jansen to schedule visits to schools beginning Wednesday, April 19 to promote the Summer Reading Program. Visits will be held throughout the rest of April and all of May. Summer Reading Program sign-up begins on Tuesday, May 30 at 9:30 a.m.
- The one page Summer Reading flyer was created by Aurora Slinkman. It has been sent to the printer. It has also been posted to School District 45's Community Backpack on the website. The flyer can be found online here: <https://d45.org/digital-backpack/>
- Circulation/Outreach Staff are also working on selecting crafts for outreach activities this coming summer. Staff plans to offer grab and go craft kits at events this summer.
- The outreach van is scheduled to be built (tentatively) on Monday, June 5. Delivery to the dealership is tentatively scheduled for Monday, June 19. Krettler is working on getting quotes for the van wrap design.
- The Publicity Outreach Marketing Services (POMS) staff group held a meeting on Wednesday, April 5 from 2-2:30 p.m. to discuss the upcoming newsletter timeframe.

Rotary:

- Krettler attended a Rotary Board meeting held at the library on Monday, April 24 from 9:30-10:00 a.m. in the Ohrman Room.
- Krettler attended the regular Rotary meetings held on 4/4, 4/11, and 4/18.

Programming/Events/Activities:

- Krettler will be participating in the Village Manager's Book Discussion, scheduled for Friday, April 28 from 11:00 a.m.-12:30 p.m. This month's book is *Make Your Bed: Little Things That Can Change Your Life...And Maybe the World* by William H. McRaven (U.S.N. Adm. Ret.)
- Krettler is working with Karen Marnell on planning the upcoming Volunteer Fair, scheduled for Saturday, April 29 from 1:00-4:00 p.m., held here at the library.
- Krettler is working with the Friends of the Library on the Spring Craft & Vendor Fair scheduled for Sunday, May 7 from 11:00 a.m.-2:00 p.m. There are currently 30 vendors signed up to participate in this event, up from last year's 20 vendors.

Library Director's Report:

Board:

- Hill asked the Policy Committee to reschedule the May 6 meeting. We will need to discuss a date for this meeting.
- The Finance Committee met on Friday, April 14 at 3:15 p.m. The Committee reviewed investments and the draft of the revised Capital Replacement Plan.

- Strategic Planning Committee met on April 6.

Ongoing:

- ALA is in Chicago this year. Details can be found here: <https://2023.alaannual.org/rates-and-registration>
Some staff will attend the full conference and others will attend the exhibits. Staff is holding off on registrations until we can determine if single day attendance would make sense for some.
- Hill will be taking vacation days on Mondays and will be taking July 3-7 as vacation.

Staff:

- Krettler has two new circulation assistants, Julianne Jankowski and Sally Strange. They are replacing James Albright and John Wiggins.
- Malini Ramadorai has accepted a full-time position at Elmhurst Library. We will be migrating to a new Page position and will plan to hire this employee in September.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary: The directors are working on the club's by-laws.
- Kiwanis: Ongoing: Let Hill know if anyone would like Vidalia onions. \$11 for a ten pound bag.

Services:

- Update on the Intergovernmental Agreements with the school districts. We have received the signed agreements with District 48 and District 88. District 45 discussed the agreement at their Board meeting this past week. Staff will be posting these agreements on the web site.
- Staff will be visiting the schools to promote the Summer Reading Club.

Friends:

- The Friends' Gale Gand program was well received.
- The Volunteer Fair is scheduled for April 29.
- The Craft and Vendor Fair has at least 29 vendors and is scheduled for May 7.

Building Update:

- Hill, Krettler, and Slinkman met with Addison Engraving on the donor tree and gift plaques.
- Elevator, fire testing and inspections will be the focus for the next couple of months. One elevator has been completed.
- Access to the building will be tightened by implementing the new code entry for staff, RAILS, and the cleaning crew.

Wayfinding:

- Hill and Krettler met with Sign Palace to discuss additional vinyl signage for the interior of the building as well as the van wrap.

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 1 Dell PowerEdge R720 server, 2 Dell Latitude E6520 laptops, 2 Dell Latitude E6540 laptops, 1 coin sorter, 1 office chair. 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.

Approval of Revisions to Policy 319, Outstanding Check Policy: The Library's auditor recommended updating this policy. McCleary moved the revisions to Policy 319, Outstanding Check Policy be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Discussion and Approval of Strategic Plan Consultant: McCleary moved to approve the Strategic Plan Consultant. 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 Revised Capital Replacement Plan: McCleary moved to approve the revisions to the Capital Replacement Plan. 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.

Unfinished Business: None.

Planning of Future Meetings: The next Regular Library Board Meeting will be held on Wednesday, May 24 at 7:00 p.m. The Regular Library Board Meeting in June will be held on Monday, June 26. The next Strategic Planning Committee meeting will be held on Thursday, May 4 at 6:00 p.m. The next Finance Committee needs to be scheduled and the next Policy Committee will be Saturday, June 10 at 9:30 a.m.

Around the Table: Hovanec shared she will be running for a seat on the RAILS Board. Koeller shared the tulips were blooming in Villa Park. Luebker shared she will be traveling to Hawaii soon.

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 8:08 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary