

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 24, 2023**

Call to Order: Vice President Koeller called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 p.m.

Oath of Office for Newly Elected Officials: Notary Public Michelle Hoffmann administered the Oath of Office to newly elected Board members Deborah Canale, Jennifer Hovanec, and Mark McCleary.

Trustees Present: Deborah Canale, Steve De La Rosa, Jennifer Hovanec, Wanda Koeller, Mark McCleary.

Trustees Absent: Pat Hubbard; Dianne Luebker.

Also Present: Sandra Hill, Library Director; Meg Rose, Recording Secretary.

Secretary Pro Tem: Koeller appointed Canale to act as Secretary Pro Tem.

Introduction of Visitors: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the April 26, 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 May 4, 2023 Strategic Planning Committee Meeting: McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

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Report of the Board President: None.

Committee Reports:

Finance Committee: Hill reported that the audit will be included in the July Board meeting. The Finance Committee will schedule a meeting in August after review of the audit.

Policy Committee: Hill said that the Policy Committee will meet on June 10 to review 8 or 9 policies.

Strategic Planning Committee: Canale reported that the committee had met on June 1 to discuss future steps. The staff survey has been completed. Surveys will be available for public comment

throughout June. Board members are encouraged to hand out surveys at outreach events in June. There will be a Community Group Listening session in person on June 28 and a zoom session shortly after.

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

Approval of bills/check register for May, 2023 (FY 2023) in the amount of \$100,883.77:

McCleary moved to approve the check register for May, 2023 (FY 2023) in the amount of \$100,883.77. Canale seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried.

Financial Reports: None.

RAILS News: Hovanec reported that Board elections for RAILS and for SWAN were just held. Results are anticipated early next week.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Hill reported that the Friends plan to put on a play in the fall, conduct a fundraiser at Lou Malnati's in September, and host the St. Nick's Mart in December.

Report of Gifts and Programs Sponsorships: Hill reported a donation was made to the DuPage Foundation in honor of McCleary. A donation to the library was received in memory of Judy Grove. One Adopt-A-Magazine donation was received.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: Two letters were sent to departing staff members Malini Ramadorai and John Wiggins.

Strategic Plan Report / Discussion of Community Survey Draft: Hill presented the Community Survey Draft for discussion and revision to get a final version ready for June outreach events. The Board proposed several revisions. Hill will incorporate the Board suggestions into an updated version and send it to the consultant to be finalized.

Deputy Director's Report:

- Summer Reading Program: Youth Services staff have been conducting promotional visits to schools; SRP flyers and promotional video (English and Spanish versions) have been shared with School Districts 45, 48, and 88.
- Summer Outreach Events: crafts have been selected; a sign-up form has been developed for volunteers and included in the Board packet.
- Outreach van is tentatively scheduled to be built on June 5 and to be delivered to the dealer on June 19; quotes are being collected for the van wrap design.
- POMS (Publicity Outreach Marketing) staff group met on May 3 to discuss upcoming deadlines and a new display calendar for in-house use; summer calendar is included in the Board packet.

- Summer Lunch Program: Youth Services staff, Pages, and Circ staff have attended online training in preparation for this program.
- Bookmark Design contest held during last week of April: winning book marks were chosen and prizes were awarded to the winners. Book marks will be available throughout the Summer Reading Program.
- Krettler attended Rotary Club meetings on April 25 and May 2, 9, and 16.
- Krettler will participate in the Village Manager's book discussion on June 9.
- The Volunteer Fair was held at the library on April 29; 102 attendees were present.
- Krettler and Hill assisted the Friends with the Spring Craft & Vendor Fair on May 7. There were 32 vendors and over 400 attendees.

Library Director's Report:

- Hill is working with the library's insurance company and the library attorney on a construction project claim; the library's attorney is also reviewing the parking lot policy.
- Board members are invited to hand out surveys at public outreach events in June. A schedule of this summer's outreach events was given to the Board.
- Youth Services staff have been making school visits to promote the Summer Reading Program.
- The Outreach Van should be ready in June.
- The library held a bookmark contest; the winning designs were shown to the Board.
- The Volunteer Fair was very successful and had good attendance.
- The Spring Craft & Vendor Fair had 32 vendors and over 400 attendees.
- The POMS Committee is working on the next issue of *The Resource*.
- Madelyn Baygood will be rehired for the Circulation/Outreach Department as a Page this summer.
- Addison Engraving has completed some of the donor leaves.
- Signage for the building was added on May 18 by Sign Palace.
- Tests will be scheduled for the TK elevator.
- Pollinator plants will be added to the south side of the building,
- Sprinklers will be installed on the south side and the northeast corner of the building.
- Managers visited a vendor to discuss a new phone system to be implemented in August.

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 UPS battery backup. Canale seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried.

Non-Resident Library Card Participation: Per Illinois Law, the Library Board of Trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months (July 1, 2023-June 30, 2024). The fee formula for the non-resident card would be the Tax Bill Method. Explanation of non-resident fee options including the tax bill method can be found on the RAILS website. McCleary moved to approve non-resident library card participation. Canale seconded the motion. The motion carried on voice vote.

Approval of the Revised Intergovernmental Agreement with School District 45: McCleary moved to approve the revised Intergovernmental Agreement with School District 45. Canale seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Executive Session: Semi-Annual Review of Executive Session Minutes: McCleary moved to go into Executive Session to discuss the semi-annual review of Executive Session minutes. Hovanec seconded the motion. A roll call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried. The Board went into Executive Session at 8:22 p.m.

McCleary moved to exit Executive Session. Hovanec seconded the motion. A roll call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried. The Board exited Executive Session at 8:25 p.m.

Actions, if needed, after Executive Session:

McCleary moved to release the minutes of Executive Sessions dated May 25, 2022 and June 22, 2022. Canale seconded the motion. A roll call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried.

McCleary moved to approve the disposal of verbatim records of Executive Session minutes older than 18 months dated May 26, 2021 and June 23, 2021. Canale seconded the motion. A roll call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried.

Planning of Future Meetings:

The next Regular Library Board meeting will be Monday, June 26, 2023 at 7:00 p.m.

The Policy Committee will meet on Saturday, June 10, 2023 at 9:30 a.m.

The Strategic Planning Committee will meet on Thursday, June 1, 2023 at 5:30 p.m.

Around the Table / Library Trustees' Reports: Canale reported that she had attended the LACONI conference along with McCleary and De La Rosa. While there, she had an opportunity to discuss types of library services offered with trustees from other libraries.

Adjournment: McCleary moved to adjourn. De La Rosa seconded the motion. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:33 p.m.

Respectfully submitted,

Meg Rose
Recording Secretary