

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 26, 2023**

Call to Order: 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.

Introduction of Visitors: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the May 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 26, 2023 Executive Session Meeting: McCleary moved the minutes be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 1, 2023 Strategic Planning Committee 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 June 10, 2023 Policy 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 reported she, Hill, and Krettler picked up the outreach van from the dealership earlier today. Hubbard also reported that she and Hill were in contact a few times to discuss regular business and the Board meeting agenda.

Committee Reports:

Finance Committee: The Finance Committee will plan on meeting sometime in August, date and time to be determined.

Policy Committee: The Policy Committee met on Saturday, June 10, 2023. The recommended policies from that meeting are on tonight's agenda. The Policy Committee will meet again on Saturday, September 9, 2023, at 9:30 a.m.

Strategic Planning Committee: An update was provided by co-chairs Deborah Canale and Kandice Krettler. The next meeting will be held on Thursday, July 13, 2023, at 6:00 p.m.

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

Approval of bills/check register for June, 2023 (FY 2023) \$145,215.77: McCleary moved to approve the check register for June, 2023 (FY 2023) in the amount of \$145,215.77. 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.

Financial Reports: Hill answered some questions on the check register.

RAILS News: Krettler shared details of a RAILS program called, *Libraries in the Age of AI: A Primer* webinar, scheduled for July 27, from 1-2 p.m.

Legislative Update: De La Rosa shared that Governor Pritzker signed the legislation outlawing book bans in Illinois on Monday, June 12.

Professional Development: Hovanec shared she attended the signing of the legislation outlawing book bans in Illinois on Monday, June 12; Luebker, Hubbard, and Koeller reported they had completed the required annual sexual harassment prevention training.

Report of the Friends of the Library Liaison: Luebker reported there will be no July meeting. There is a new Friend of the Library who will be helping library staff with the St. Nick's Mart event in December. The Nothing Bundt Cakes fundraiser was successful. The Friends are also looking into a fundraiser with Panera.

Report of Gifts and Programs Sponsorships: None.

Correspondence: A thank you note was received from Representative Diane Blair-Sherlock.

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

Strategic Plan Report: A report was provided under the Committee Reports.

Deputy Director's Report:

Outreach updates:

- We received an email on Friday, June 9 that the outreach van was in production and that the completion of build is usually 7 to 10 days.
- Krettler is working on a few more quotes for the van wrap design.
- On Wednesday, May 31 and Wednesday, June 14 the POMS staff committee met to review and proofread the upcoming fall issue of *The Resource*.
- Circulation, Pages, and Youth Services staff members have completed their Northern Illinois Food Bank training and food handler training in preparation for Summer Lunch Service. Lunches will be served on Tuesdays, Wednesdays, and Thursdays from 11:30 a.m. – 1:30 p.m. to kids ages 18 & under. This is a free program sponsored by the Northern Illinois Food Bank.

- Circulation staff have started attending events throughout the community. Staff along with Library Board members, have been handing out community surveys at events and will continue to do so throughout the month of June.

Rotary:

- Krettlter attended the regular Rotary meetings held on May 30, June 6, and June 13.

Programming/Events/Activities:

- Sylvia Jarecki, Krettlter, Karen Marnell, and Lisa VanderNaald assisted with the Summer Reading Kickoff event on Saturday, June 3, from 12:00 p.m. - 4:00 p.m.
- Krettlter assisted with the Soap Making 101 program held on Wednesday, June 7, from 2:00 p.m. - 3:30 p.m.
- Krettlter participated in the Village Manager's Book Discussion, scheduled for Friday, June 9, from 11:00 a.m. - 12:30 p.m. The next book will be *Leaders Eat Last: Why Some Teams Pull Together and Others Don't*, by Simon Sinek.

Miscellaneous:

- Michelle Hoffmann and Krettlter have been attending meetings online with Luxer One (locker system) and SWAN staff with hopes of integrating SirsiDynix into the locker system so materials would be checked out to the patron when the patron picks up the item from the locker system. This has been ongoing project spanning a few years now and we are hopeful to have this implemented by the end of 2023.

Library Director's Report:

Board:

- The Policy Committee reviewed several policies which are included in the Board's packet.
- Strategic Planning Committee will meet on July 13, at 6:00 p.m.
- Hill will be taking vacation days on Mondays and will be taking July 3-7 as vacation as well.
- CyberSecurity Training information has been included Board packet. Municipal employees are required to take the training. Trustees are encouraged to take the training.
- Sexual harassment prevention training needs to be completed by board and staff.

Strategic Plan:

- Updates from SKA+ have been included in the board packet.

Staff:

- Circulation/Outreach staff member, Caroline Thomas, has found a full time position and is leaving the library.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary Installation Dinner is Wednesday, June 28.
- Lions Club member, Sean Birmingham, received a Lion of the Year award from the Villa Park Lions Club.
- Kiwanis is gearing up for the summer concerts in July.
- The Chamber's Bags, Burgers, and Business event is September 13 at the Gazebo.

- The Tri-Town YMCA, VP Chamber, and VP Police Benevolent Association will be having a Dash, Splash & Climb event for kids on July 29. In addition, the Tri-Town YMCA will be collecting school supplies through the month of July and backpacks will be packed on August 5 at the Library.

Services:

- Busy summer with lots of programs.
- National Night Out is Tuesday, August 1.

Friends:

- Tuesday, August 29, is the casting call for the Friends play.

Building Update:

- The generator start-up was successful. Staff will be working with Powerlink on a proposal to perform a simulated power outage.
- Oakbrook Mechanical installed the sensors into the HVAC units.
- TK elevator was tested on June 19 (annual load test and 5 year FAID test).
- Our pollinator plant order was cancelled due to the company's change in policy regarding the library's purchases of plants. Although the library is a municipal library, the library no longer qualifies for the municipal discount which we had received for a number of years.
- Staff is working with the landscaper and the plumber on the irrigation system to the south and east of the library building. The landscaper worked with a nursery on a donation of plants for the north patio area and the north east side of the property.
- Staff will be proceeding with a three year rental agreement with FirstComm on a new telephone system which uses our internet connections. This new system will address the numerous issues we have had with AT&T and their copper connections. The cost appears to be slightly higher than the current Peerless bills but getting off the copper is becoming essential to providing good service. In addition, Krettlner and Sand are investigating a T-Mobile solution for the analog lines for the elevator and areas of rescue.

New Business:

Disposal of Library Furniture and Equipment: Hovanec moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of one coin sorter machine. De La Rosa 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 Revisions to Policy 325, Charitable Donations by the Library: McCleary moved the revisions to Policy 325, Charitable Donations by the Library be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 460, Staff Recognition Event: McCleary moved the revisions to Policy 460, Staff Recognition Event be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 461, Passport Agent and Notary Public Service Awards: McCleary moved the revisions to Policy 461, Passport Agent and Notary Public be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 478, Expense Reimbursement: McCleary moved the revisions to Policy 478, Expense Reimbursement be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 505, Notary Public Service: McCleary moved the revisions to Policy 505, Notary Public Service be approved. Canale suggested other estate documents be added. Luebker seconded the motion. The motion carried on voice vote as revised.

Approval of Revisions to Policy 731, Schedule of Fees: McCleary moved the revisions to Policy 731, Schedule of Fees be approved. Hovanec seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Executive Session: Personnel Matters: Evaluation of the Library Director: McCleary moved to go into Executive Session to discuss Evaluation of the Library Director. 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. The Board went into Executive Session at 7:47 p.m.

McCleary moved to exit Executive Session. De La Rosa seconded the motion. A roll call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried. The Board exited Executive Session at 8:58 p.m.

Actions, if needed, after Executive Session: It was the consensus of the Board to increase Hill's salary by 5%.

Planning of Future Meetings:

The next regular Library Board meeting will be held on Wednesday, July 26, 2023, at 7:00 p.m.

The Strategic Planning Committee will meet on Thursday, July 13, 2023, at 6:00 p.m.

The Policy Committee will meet on Saturday, September 9, at 9:30 a.m.

Around the Table / Library Trustees' Reports: Luebker is back from Hawaii and has noticed a lot of rabbits in her neighborhood; Koeller shared she has new carpeting at her house; De La Rosa shared his wife and son are in Oregon and getting oriented to Oregon State University. Hovanec visited the Downers Grove Public Library which is hosting the traveling Legacy Wall highlighting LGBTQ+ figures through history.

Adjournment: McCleary moved to adjourn. Canale seconded the motion. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 9:04 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary