

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
July 26, 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.

**Trustees Present:** Steve De La Rosa, Wanda Koeller, Dianne Luebker, Mark McCleary.

**Trustees Absent:** Deborah Canale, Jennifer Hovanec, Pat Hubbard.

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

**Introduction of Visitors:** Joe Laudont, Lauterbach & Amen. Laudont introduced himself and thanked the Board for the invitation to tonight's meeting. Laudont reviewed some highlights from the audit. Laudont went on to report that the audit went well. He stated that Hill, Turner and team do a great job with the audit prep work, which helps the audit go smoothly. The auditor's letter reflects an unmodified opinion, which is the highest level that can be achieved. Jean Jansen, the Youth Services Manager was also present and provided an overview of the reading program the library participates in, the Collaborative Summer Library Program (CSLP). Jansen shared that she also serves as the State Representative on this CSLP Committee.

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** None.

**Approval of the Minutes of the June 26, 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 June 26, 2023 Executive Session 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 July 13, 2023 Strategic Planning Committee Meeting:** McCleary moved the minutes be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

**Report of the Board President:** None.

**Committee Reports:**

***Finance Committee:*** The Finance Committee will look to meet sometime in August.

***Policy Committee:*** The Policy Committee will meet again on Saturday, September 9, 2023, at 9:30 a.m.

***Strategic Planning Committee:*** The next meeting will be held on Thursday, September 7, 2023, at 6:00 p.m.

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

**Approval of bills/check register for July, 2023 (FY 2023) \$193,781.66:** McCleary moved to approve the check register for July, 2023 (FY 2023) in the amount of \$193,781.66. Koeller seconded the motion. A roll call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion carried.

**Financial Reports:** Hill reported a donation was received from the Rotary Club of Villa Park. Hill also reported that the Personal Property Replacement Tax (PPRT) disbursements have been higher than in the past.

**RAILS News:** No report.

**Legislative Update:** De La Rosa shared the Montana State Library withdrew from the American Library Association.

**Professional Development:** No report.

**Report of the Friends of the Library Liaison:** Luebker reported the Friends did not meet in July. They will meet the second Wednesday in August. Auditions will be held for the play on Tuesday, August 29. The Friends are also looking at planning upcoming fundraisers.

**Report of Gifts and Programs Sponsorships:** None.

**Correspondence:** None.

**Letters to Departing Staff Members & Thank You Letters:** A letter was sent to Ruth Ebbinghaus.

**Strategic Plan Report:** Krettler provided a brief update on the Strategic Plan process.

### **Deputy Director's Report:**

#### **Outreach updates:**

- The outreach van was picked up from the dealership on Monday, June 26 by Pat Hubbard, Sandy Hill, and Kandice Krettler.
- The outreach van has been “wrapped” and received from the company who did the work. It looks great and staff members are very excited about using it for upcoming outreach events and activities.
- K. Krettler will look to hold a van naming contest in the fall (September) in conjunction with National Library Card Sign-Up Month.

#### **Rotary:**

- K. Krettler attended the Rotary Installation Dinner on Wednesday, June 28. K. Krettler and S. Hill will serve as Co-Treasurers for the upcoming Rotary year (7/2023/6/2024).

#### **Programming/Events/Activities:**

- June was a very busy month for staff. There were quite a few outreach opportunities to schedule. Staff participated in the following events/activities:
  - 6/29: Village of Villa Park's Concert in the Park Series (Steve De La Rosa, Deborah Canale, Megan Fickert)

- 7/4: VFW's Annual Independence Day Parade (S. Hill, K. Krettlar, Karen Marnell, Michelle Hoffmann, Sally Strange, and their family members walked)
- 7/5: Kiwanis Concert (cancelled due to weather)
- 7/6: M. Hoffmann and K. Krettlar met online with representatives from Luxer One & SWAN to discuss possible upgrades to the locker system
- 7/11: K. Krettlar attended the weekly Rotary Club meeting held at Crazy Pour from 12:15-1:15 p.m.
- 7/12: Kiwanis Concert (cancelled due to weather)
- 7/13: K. Krettlar attended the Strategic Planning Committee meeting from 6:00-7:45 p.m.
- 7/15: Ruth Ebbinghaus and S. Strange attended the first Super Sensational Saturday Morning held at Cortesi Park. They handed out Grab & Go crafts to attendees from 10:00 a.m.-11:30 a.m.

### **Miscellaneous:**

- M. Hoffmann and K. Krettlar 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. Another meeting was held with SWAN and Luxer One staff on Thursday, July 6 from 2:30-3:00 p.m.

### **Library Director's Report:**

#### **Board:**

- The Policy Committee had reviewed the Public Information and Networks policy at their last meeting. Hill forgot to add it to last month's meeting agenda so it is on tonight's agenda.
- Strategic Planning Committee will meet on August 3 at 6:00 p.m.
- Hill will be taking vacation days on Mondays and will be taking August 28– September 1 as vacation as well.
- Ongoing: CyberSecurity Training information was included in last month's packet. Municipal employees are required to take the training. Trustees are encouraged to take the training.
- Reminder: Sexual Harassment Training needs to be completed by board and staff.
- Hill discussed the timeline of the FY2024 budget with the Village Finance Director and he indicated an October library board approval would be fine. This will allow staff more time to work on details of the budget. Budget goals include addition of part time staff (1-2); replacing some old staff desks in workrooms (improve layouts); ascertaining whether the library can absorb the fees for programs, etc.)
- Duo Factor Authentication is ready to go. We will be doing a department by department roll out.

### **Strategic Plan:**

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

### **Staff:**

- Circulation/Outreach staff member, Val Garay will be quitting to attend college this August.
- Krettlar has a job posting for a page position when Madelyn Baygood who filled in for the summer returns to college this fall.

- Ruth Ebbinghaus, the Outreach and School Liaison Librarian, will be retiring. Her last day is July 29. Staff have included a new job description for board approval. Currently, this is a 22-hour/week position.
- Daniel Castillejo started on Monday, July 24, as our new part time Maintenance Services Assistant.
- Staff In-service is set to launch on Friday, August 18. The committee and other staff have done a great job arranging the day. We will be taking a bus to Cantigny to start the day.

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

- Rotary officer meeting will be Tuesday, July 25.
- Lions Club member, Sean Birmingham, got another award.
- Kiwanis had two concerts cancelled due to rain. Good weather is forecast for July 19 and we hope for July 26.
- The Chamber's Bags, Burgers, and Business event is September 13 at the Gazebo.
- Cancellation: 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<sup>th</sup> at TriTown YMCA location. (location was moved from library)
- District 45 New Teacher Breakfast is Thursday, August 7.
- District 88 New Teacher Breakfast was emailed a week ago. Let me know if you wish me to resend.

### **Services:**

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

### **Friends:**

- Tuesday, August 29<sup>th</sup>, is the casting call for the Friends play.

### **Building Update:**

- Staff are working with Powerlink on a proposal to perform a simulated power outage as well as the village inspection.
- We have the permit for the plumbing install for the two irrigation areas. There will be some additional cost as we work with the landscaper on clearing out the rock and brick debris on the northeast area.
- The Library's move to the new telephone system will be August 15.
- Staff needs to move on some minor improvements/changes/moves after the building was inspected by the fire department.

### **New Business:**

**FY2022 Audit Review and Approval:** McCleary moved to approve the FY 2022 Audit Review and Approval. De La Rosa seconded the motion. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

**Approval of Revisions to Policy 643, Public Information, Services, and Networks:** McCleary moved to approve revisions to Policy 643, Public Information, Services, and Networks. Luebker seconded the motion. The motion carried on voice vote.

**Approval of Library Closing for Staff and Board Event:** McCleary moved to approve closing the library for a Staff and Board event on Friday, December 1, 2023 from 1:00 p.m.-5:00 p.m. Luebker seconded the motion. The motion carried on voice vote.

**Approval of New Job Description: Outreach Services Specialist:** McCleary moved to approve the new job description for the Outreach Services Specialist. Luebker seconded the motion. The motion carried on voice vote.

**Unfinished Business:** None.

**Planning of Future Meetings:**

The next regular Library Board meeting will be held on Wednesday, August 23, 2023, at 7:00 p.m.

The Strategic Planning Committee will meet on Thursday, August 3, 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:** Koeller shared she attended her father's funeral in Wisconsin. No further reports.

**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 8:45 p.m.

Respectfully submitted,

Kandice Krettler  
Recording Secretary