

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 23, 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, Jennifer Hovanec, Pat Hubbard, Steve De La Rosa, 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 July 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 August 3, 2023 Strategic Planning Committee Meeting: McCleary moved the minutes be approved as presented. De La Rosa seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard shared she and several other Board members attended the School District 45 & 88 back to school breakfasts. Several Board members volunteered at concerts throughout the summer. Hubbard also reported that the generator was successfully tested.

Committee Reports:

Finance Committee: The Finance Committee will meet on Thursday, September 14, at 3:30 p.m.

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

Strategic Planning Committee: Co-Chairs Canale and Krettler provided the timeline of the Strategic Plan to date and an update on the Strategic Plan process. The next meeting will be held on Thursday, September 7, at 6:00 p.m.

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

Approval of bills/check register for August, 2023 (FY 2023) \$105,036.43: McCleary moved to approve the check register for August, 2023 (FY 2023) in the amount of \$105,036.43. Hovanec 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 reviewed the financial reports and answered a few questions from Board members about the bill listing. Hill reviewed a few vendors including: Midwest Tapes, Library Market, and Bolder Lawns.

RAILS News: Krettler shared news from RAILS including: the transition from Axis 360 to Boundless. There have been staff changes at RAILS. A coalition of Illinois library organizations including ILA, AISLE, RAILS, IHLS, and CARLI are seeking to create regional teams of local school, academic, and public library staff who would be willing to get involved on a local level to help preserve intellectual freedom.

Legislative Update: De La Rosa shared that Rep. Sean Casten attended a Book Ban Roundtable on August 22, at the Indian Prairie Public Library which consisted of a panel of librarians, state legislators, professors, and other experts to discuss the topic of book bans.

Professional Development: Hill reminded the Board members to complete their Sexual Harassment Training.

Report of the Friends of the Library Liaison: Luebker reported that the first Movie in the Park was held on August 9. It went well and the weather cooperated. The next movie will be held on Friday, September 8. Play auditions will be held on Tuesday, August 29. Luebker also shared that Ingrid Durham will be stepping down as President.

Report of Gifts and Programs Sponsorships: None.

Correspondence: A thank you letter was sent to Bolder Lawns and HOFFIE Nursery for their donations of plants and work on the library grounds.

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

Deputy Director's Report:

Outreach updates:

K. Krettler is working on a naming contest for the outreach van, which will involve members of the community voting on several names curated by staff. This voting contest will be held throughout the month of September in conjunction with National Library Card Sign-Up Month.

Rotary:

Krettler and Hill will serve as Co-Treasurers for the upcoming Rotary year (7/1/23 – 6/30/24).

Programming/Events/Activities:

July continued to be a busy month for outreach activities as noted on the department report.

The Summer Lunch service program ran from Tuesday, June 6 through Thursday, August 10. Here are the total numbers:

- June: 172 children present and 159 lunches given out.
- July: 132 children present and 111 lunches given out.
- August: 37 children present and 34 lunches given out.
- In total: 341 children were served 304 lunches throughout the summer this year.

Staff involved in this service plan on meeting this month to discuss the service and potential adjustments for next year.

Miscellaneous:

LuxerOne integration update: Krettler was provided an update on the integration of WorkFlows between LuxerOne and SWAN. Testing is scheduled for the week of August 20. Pending the success of the testing, the locker system will need to be retrofitted to have a barcode added and then staff will prepare for “go live” on the staff end.

Library Director’s Report:

Board:

- Policy Committee will meet on September 9 at 9:30 a.m. Policy review will include Paid Time Off/Vacation policy; Homebound Service; and Outreach policy.
- Strategic Planning Committee will meet on September 7, at 6:00 p.m.
- Hill will be taking August 28–September 1 as vacation.
- Reminder: Sexual Harassment Training needs to be completed by Board and staff.
- Finance Committee: Bring your calendars to set up a meeting in September to review the draft tax levy, draft budget, and abatement resolution.
- We received the Per Capita Grant in the amount of \$32,837.93. The amount was deposited into the revenue account at the end of July.
- Hill reviewed the 2024 Library Board calendar.

Strategic Plan:

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

Staff:

- Circulation/Outreach staff member, Val Garay has resigned from her position to attend her first year at college this August. Jessica Brown will be starting at the end of August to fill this position.
- Krettler has a job posting for a Page position when Madelyn Baygood who filled in for the summer returns to college this fall. Jasmine Davis will be starting the end of August to fill this position.
- The Staff In-Service Day is scheduled for Friday, August 18. The committee and other staff have done a great job arranging the day. Krettler and Hill will report on the day at the Board meeting.

Hill discussed the Outreach Services Specialist position. It was the consensus of the Board to proceed planning for the full-time Outreach Services Specialist position.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary and Kiwanis are planning the night golf outing set for Friday, October 6.
- The Chamber’s *Bags, Burgers, and Business* event is September 13 at the Gazebo.

Services:

- Summer Reading Club Finale went well.
- Staff are starting to work on the next issue of *The Resource*.

Friends:

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

Building Update:

- Staff worked with Powerlink on a simulated outage and it went very well.
- The plumbing for the two set of sprinklers has been installed and inspected. Some tweaks need to be made with the sprinklers themselves.
- A reminder was sent to the architect about the snow melt system not working in all spots. I have included his email for the Board. If he does not provide an update by next week, we will send a letter to Wight.
- The Library's move to the new telephone system was August 15. There are a few issues which are being addressed.
- Storage is becoming an issue for maintenance. Staff will be exploring the cost of a shed / concrete to be located near the trash enclosure.

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 iMac 27" computer, ShoreTel/Mitel Unified Communications system, and one grey panel board on wheels. Canale seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried.

Unfinished Business: None.

Planning of Future Meetings:

- The Strategic Planning Committee will meet on Thursday, September 7 at 6:00 p.m.
- The Policy Committee will meet on Saturday, September 9, at 9:30 a.m.
- The Finance Committee will meet on Thursday, September 14 at 3:30 p.m.
- The next regular Library Board meeting will be held on Wednesday, September 27, at 7:00 p.m.
- The Board determined to move the Regular Library Board meeting of October from Wednesday, October 25 to Saturday, October 28 at 9:30 a.m.

Around the Table / Library Trustees' Reports: De La Rosa asked how everyone liked their new garbage cans. Hovanec shared that Secretary of State Alexi Giannoulias condemned recent bomb threats to Illinois libraries. Hovanec shared that Monica Harris, the Executive Director from RAILS will be in attendance at the November 29, 2023 Regular Library Board meeting to provide an update on RAILS. Koeller shared she was going to try to get her air conditioning fixed. Hill shared she was going to see the musical *MJ* downtown.

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 8:18 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary