

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 27, 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, 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: Marc McLaughlin, Villa Park Director of Community & Economic Development; Pete Iosue, Teska Associates; Sarah Keister Armstrong, SKA+.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: Hubbard requested that the Report of the Board President be moved to New Business.

Presentation of the Village of Villa Park TIF 7 Plan: Marc McLaughlin, Villa Park Director of Community & Economic Development, and Pete Iosue, Teska Associates, presented the Village of Villa Park TIF 7 Plan to the Library Board. Information was shared about the plan. Board members asked questions about the plan and the impact to the library and Village.

Approval of the Minutes of the August 23, 2023, Regular Board Meeting: McCleary moved the minutes be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the September 7, 2023 Strategic Planning Committee Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the September 9, 2023, Policy Committee Meeting: McCleary moved the minutes be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the September 14, 2023, Finance Committee Meeting: McCleary moved the minutes be approved. Canale seconded the motion. The motion carried on voice vote.

Committee Reports/Strategic Plan Committee: Canale provided a brief update on the Strategic Plan Process. Sarah Keister Armstrong of SKA+ presented a one page summary document of the Strategic Plan to the Library Board. A brief discussion was held about the document. Hubbard thanked Ms. Armstrong, and Co-Chairs Canale and Krettler for their work on the document and process.

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

Approval of bills/check register for September, 2023 (FY 2023) in the amount of \$117,594.21:

Luebker moved to approve the check register for September, 2023 in the amount of \$117,594.21. 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 noted Absolute Fire Protection conducted the five year test and inspection of the sprinkler valve system.

RAILS News: RAILS recently created a list of fine-free libraries on their website. There is an upcoming webinar called, *Keeping Cool Under Pressure*, on October 9 from 10-11:30 a.m. that will cover essential strategies to gracefully navigate intellectual freedom issues and other challenging situations. Hovanec shared Executive Director Monica Harris of RAILS will visit our library in November and be present for the monthly Board meeting. Please let Hovanec know if you have any questions for Harris.

Legislative Update: None.

Professional Development: Canale reported she took training on Cultural Competency, Racial bias, and mandated reporting of child abuse situations through School District 45 recently.

Report of the Friends of the Library Liaison: Luebker reported the Lou Malnati's coupon sales are going well. Play tickets will be available on Saturday, October 7, and St. Nick's Mart vendor applications will be available on October 1.

Report of Gifts and Programs Sponsorships: There were two donations and two Adopt-A-Magazine donations.

Correspondence: None.

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

Deputy Director's Report:

Outreach updates:

The Van Naming Contest is up and running on the library's website and social media. The contest will close at 9:00 p.m. on Tuesday, October 31, 2023. The Friends of the Library will donate one (1) \$50 gift card to Barnes & Noble for the randomly selected winner.

Rotary:

- Krettler has been attending the weekly Rotary meetings held from 1:15-2:15 p.m. at Crazy Pour.
- Planning is underway for the annual Night Golf Fundraiser, held by Rotary Club of Villa Park and Kiwanis Club of Villa Park.

Programming/Events/Activities:

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

- The final Summer Lunch Service was held on Thursday, August 10, 2023.
- The Staff In-Service was held on Friday, August 18, 2023.
- Krettler worked with Hill on the draft budget for 2024 on Wednesday, August 16, 2023.

Miscellaneous:

Luxer One integration update: Luxer One and SWAN staff have reported the locker integration test has been successful. We are planning on having the barcode installed on the locker system on September 21, 2023. We will look to roll out the new iPad update on Monday, October 2. The interface and process will not change for patrons. The interface and procedures for staff will change.

Library Director's Report:**Board:**

- Policy Committee met on September 9 at 9:30 a.m. Policies are included in the packet.
- Strategic Planning Committee met on September 7 at 6:00 p.m.
- Finance Committee met on September 14. The committee reviewed the levy request, abatement resolution, and the budget. Based on the Village's finance timeline, Hill recommended proceeding with advancing the budget for Board approval in September. It was the consensus of the committee to proceed.
- Hill will begin working on the Per Capita Grant Application for next year.
- Krettler and Hill attended HRSource webinar on the Paid Time Off legislation on September 20.
- The stained glass has been installed; The FRP (Fiberglass Reinforced Plastic) panels have been installed in Krettler's and Jansen's offices as well as in the Ohrman Room storage room.

Strategic Plan:

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

Staff:

- The Circulation/Outreach Specialist job was posted. Interviews will start the week of October 25.
- Denise Kuhr announced her retirement from the library. Her last day is Friday, October 27. Kuhr has been with the library for 20 years.
- The Winter Holiday Get Together is scheduled for December 1 from 1-5 p.m.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary and Kiwanis are planning the Night Golf outing on Friday, October 6.
- The Chamber's Bags, Burgers, and Business event was on September 13 at the Gazebo. John Bradford, Hill, and Krettler attended.

Services:

- Staff continue to work on the next issue of *The Resource*.
- The Fire Department did their testing for new firemen/paramedics on Saturday, September 9 at 8 am.

- The Fire Department will be conducting interviews for 11 applicants on Monday, September 25 and 26.
- Staff will attend the Fire Department's Open House on October 14.
- The artwork by Chris Hodge has been enjoyed this past month.

Friends:

- Tuesday, August 29, was the casting call for the Friends' Murder Mystery play.

Building Update:

- The five-year testing of the sprinkler valves/pipes was completed in September.
- Andy Dogan from Williams Architects coordinated a Teams call to discuss the snow melt situation. He is pushing to find a solution for the library.
- Carpet cleaning was completed the weekend of September 23.
- Touch up painting is scheduled for the week of September 27.
- The library's move to the new telephone system was completed.
- Staff will continue to explore the cost of a shed / concrete to be located near the trash enclosure as well as extension of the plaza area near the flag pole for bicycle parking.

New Business:

Report of the Board President: Hubbard reported she and Hill met to draft an updated Statement of Purpose for the library and to discuss the current situation with the snow melt system.

Approval of New Strategic Plan: McCleary moved to approve the new Strategic Plan. Canale seconded the motion. The motion carried on voice vote.

Approval of New Policy 531, Teen Gaming Area: McCleary moved to approve New Policy 531, Teen Gaming Area. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 101, Statement of Purpose: McCleary moved to approve revisions to Policy 101, Statement of Purpose. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 320, Use of Credit Cards: McCleary moved to approve revisions to Policy 320, Use of Credit Cards. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 525, Use of the Library Telephone By Patrons: McCleary moved to approve revisions to Policy 525, Use of the Library Telephone by Patrons. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 721, Homebound Services: McCleary moved to approve revisions to Policy 721, Homebound Services. Canale seconded the motion. The motion carried on voice vote.

Approval of Resolution requesting the corporate authorities of the Village of Villa Park, Du Page County, Illinois, to abate a portion of the 2023 Library bond tax levies: McCleary moved to approve Resolution requesting the corporate authorities of the Village of Villa Park, Du Page County, Illinois, to

abate a portion of the 2023 library bond tax levies. 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.

Approval of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: McCleary moved to approve the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year. 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.

Resolution approving the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2024 and ending on December 31, 2024: McCleary moved to approve the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2024 and ending on December 31, 2024. 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.

Unfinished Business: None.

Planning of Future Meetings: The next Regular Library Board meeting will be held on Saturday, October 28, 2023, at 9:30 a.m. The next Policy Committee meeting will be held on Saturday, November 11, 2023 at 9:30 a.m.

Around the Table: McCleary shared he has a piece of the 60 year old Honey Locust tree from the building project to bring in to the library. Luebker shared she is directing the Friends' Murder Mystery play for the first time. De La Rosa shared Scout Troop 100 will have pumpkins for sale at Fuel & Crème again this year. Hubbard shared she recently visited Los Angeles and the Los Angeles Public Library. Hovanec shared the latest book she is reading, *The Last Devil to Die: A Thursday Murder Club Mystery*, by Richard Osman.

Adjournment: McCleary moved to adjourn. Luebker 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 9:21 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary