

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
OCTOBER 28, 2023**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 9:32 a.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 September 27, 2023 Regular Board Meeting: McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

[De La Rosa entered at 9:33 a.m.]

Report of the Board President: Hubbard met with Hill to discuss the tax abatement. Hubbard also signed interim checks and discussed policies for the upcoming Policy Committee meeting.

Committee Reports/Strategic Plan Committee: The Policy Committee will meet on Saturday, November 11, at 9:30 a.m.

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

Approval of bills/check register for October, 2023 (FY 2023) \$100,479.43: McCleary moved to approve the check register for October, 2023 (FY 2023) in the amount of \$100,479.43. 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: None.

RAILS News: None.

Legislative Update: De La Rosa reported Illinois lawmakers return to Springfield for a Veto Session. We are waiting to see the results.

Professional Development: Koeller attended a Zoom talk which highlighted a workshop on drawing dragons. Hovanec reported she attended the Illinois Library Association's conference in Springfield. De La Rosa reported he attended a Conservation Foundation breakfast. Canale shared she attended a training session on Implicit Bias and would share the information with the rest of the Board.

Report of the Friends of the Library Liaison: Luebker reported members of the play are in the final week of rehearsals. The dress rehearsal is scheduled for Thursday, November 2. Rehearsals are going well.

Report of Gifts and Programs Sponsorships: One donation in the amount of \$30.00 was received.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: There was one letter for a departing staff member, Michelle James.

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. The Friends of the Library will donate one (1) \$50 gift card to Barnes & Noble for the randomly selected winner.

As of Monday, October 23, there have been 27 entries. Here is the current ranking:

Words on Wheels – 14 votes

Read & Roll – 7 votes

Ticket to Read – 6 votes

Rotary:

K. Krettlar has been attending the weekly Rotary Club meetings held from 12:15-1:15 p.m. at Crazy Pour. Planning is also underway for the annual Shoe & Boot Drive (held in mid-November) and the Christmas Dinner & Auction (held at the beginning of December).

Programming/Events/Activities:

- Krettlar has been working closely with a new Friend of the Villa Park Library member, Shannon Carroll, who will be taking over the planning of the St. Nick's Mart event in December. Shannon Carroll has been an active new Friend of the Villa Park Library since the Volunteer Fair was held earlier this year.
- The POMS staff group members have been working on the next issue of *The Resource*, which will come out towards the first week of December. Registration will begin at 9:30 a.m. on Monday, December 11.
- Krettlar attended the Village Manager's Book Discussion, which was held on Friday, September 15 from 11:30 a.m.-1:00 p.m. in the Ohrman Room.
- Hoffmann and Krettlar participated in the annual Passport Acceptance Agency inspection on Monday, September 18 from 2:00 p.m.-3:00 p.m. All went well. Staff who serve as Passport Acceptance Agents will begin the annual examination process in mid-December and take final exams in January 2024. Annual certification paperwork is due by January 31, 2024.

Miscellaneous:

Luxer One integration update: Luxer One and SWAN staff members have reported the locker integration test has been successful. We are waiting to hear back on the barcode testing and scanner. Once this is complete, we will roll out the new app on the iPad in the locker system and the process will change for staff only. The patron experience will remain the same. We hope that this will be completed and rolled out by the end of October.

Library Director's Report:

Board:

- Policy Committee will meet on November 11 at 9:30 a.m.
- Staff meetings for identifying objectives for the three strategic goals occurred in October.
- Hill has started the Per Capita Grant Application for next year. A draft will be presented at the November Board meeting.
- Krettlar and Hill attended HR Source webinar on the Paid Time Off legislation on September 20.

- The West Suburban and Chicago Library Legislative lunch is scheduled for Wednesday, December 6, at Chicago Marriott in Oak Brook. There is no link to register currently.
- Some good news on next year's healthcare costs: the projection for the increase had been 14% and it was negotiated down to 2.15%.
- The Board needs to discuss the TIF 7.

Strategic Plan:

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

Staff:

- Circulation/Outreach Specialist position was posted. Interviews should be completed by October 24.
- Staff posted a programming librarian position and have had no applicants. We intended to bring a job position to the Board for approval but may need to rethink the position.
- Winter Holiday Get Together is scheduled for December 1 from 1 p.m. - 5 p.m.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary Christmas dinner is scheduled for Tuesday, December 5.
- Kiwanis Spaghetti Dinner fundraiser is scheduled for Friday, November 17. Willowbrook's play this year is *The Little Mermaid*.

Services:

- Staff continues work on the next issue of *The Resource*.
- Hill attended the Fire Department's Open House on October 14.

Friends:

- Friends Mystery Play will be held on November 3, 4, and 5.
- Friends St. Nicks Mart will be held on Saturday, December 2.

Building Update:

- The five-year testing of the sprinkler valves/pipes was completed in September.
- A somewhat uncertain solution for the snow melt system appears to be to investigate - chip away cement; replace hot-cold joints; and refill cement. Then hopefully it works.
- Staff received the permit from the village to install additional concrete for bike racks on the front plaza as well as cement for a storage shed near the trash enclosure. Michael McMahon and Danny Castejillo are moving some plants in preparation.
- Staff is working with Davey Tree on replacing two honey locust trees that did not make it this year.
- While there was no damage to the building, a vehicle did hit the southeast corner of the building—jumping the parking block, the curb, and then the higher curb. We cannot pinpoint when this occurred.

[McCleary exited the meeting at 10:02 a.m.]

New Business:

Approval of Resolution authorizing transfer of \$250,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund: De La Rosa moved to approve transfer of \$250,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund. Canale seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Discussion and Approval of Library Closings for 2024/Early 2025: A discussion was held about the Library Closings for 2024/Early 2025. Koeller moved the Library Closings for 2024/Early 2025 be approved. Hovanec seconded the motion. The motion carried on voice vote.

Discussion and Approval of Library Board Meeting Schedule for 2024: A discussion was held about the 2024 Library Board Meeting Schedule. De La Rosa moved the 2024 Library Board Meeting Schedule be approved. Canale seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, November 29 at 7:00 p.m. The next Policy Committee meeting is scheduled for Saturday, November 11 at 9:30 a.m.

Around the Table:

Luebker reported she attended the Halloween Floral Arrangement program and enjoyed it. De La Rosa shared he appreciated the support for the Scouts pumpkin sales and wanted to mention that there is a buy one, get one free sale this weekend. Hubbard wished everyone a Happy Halloween.

Adjournment: Luebker moved to adjourn. Hovanec 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 10:49 a.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary