

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
NOVEMBER 29, 2023**

Call to Order: Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 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: Monica Harris, Executive Director of RAILS. Harris presented information to the Board about RAILS and its services to member libraries. The Board thanked Harris for attending tonight's meeting and for her presentation.

[De La Rosa entered at 7:04 p.m.]

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the October 28, 2023 Regular Board Meeting: McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the November 11, 2023 Policy Committee Meeting: Hovanec moved the minutes be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard and Hill met on November 15 and 29 to discuss the tax levy and budget impact.

Committee Reports/Strategic Plan Committee: None.

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

Approval of bills/check register for November, 2023 (FY 2023) \$132,420.72: McCleary moved to approve the check register for November, 2023 (FY 2023) in the amount of \$132,420.72. 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: None.

RAILS News: RAILS is offering a webinar called *Standing Ovation Customer Service* on Monday, December 11 from 10-11:30 a.m. This webinar is presented by Martina Mathisen, a National Speaker/Trainer.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported St. Nick's Mart will be held on Saturday, December 2. The Friends will be selling Lou Malnati's coupons at the event. The Giving Tree looks great this year; new volunteer Laura Leishman created the ornaments. Several Friends will be out decorating the Friends Joyful Traditions tree on the Prairie Path on Saturday, December 2.

Report of Gifts and Programs Sponsorships: Three donations and one Adopt-a-Magazine subscription were received this month.

Correspondence: A letter was received from the DuPage Foundation.

Letters to Departing Staff Members & Thank You Letters: One letter to departing staff member Denise Kuhr.

Deputy Director's Report:

Outreach Updates:

- The Van Naming Contest has ended. The Friends of the Library donated one \$50 gift card to Barnes & Noble for the randomly selected winner. The winner was Joseph G. and the winning Outreach Van Name was: *Words on Wheels!* Krettler will work with Hill on placement of the name onto the van.

Rotary:

- Krettler has been attending the weekly Rotary meetings held from 12:15 p.m.-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:

- Krettler continues to work closely with a new Friend of the Villa Park Library member, Shannon Carroll, who has taken over the planning of the St. Nick's Mart event in December.
- Krettler has been working with new Outreach Services Specialist, Mike Harter, on planning for upcoming monthly storytimes and representing the library at the Oakbrook Terrace Park District's Santa's Workshop, held on Saturday, December 2 from 10:00 a.m.-12:00 p.m.
- Harter and Krettler dropped off the outreach van to Custom Connections in Roselle to have a step added onto the driver and passenger sides of the van, along with an awning that can be used at future events. We hope to have the van back by the end of this week.

Miscellaneous:

- Luxer One integration update: A territory manager from Luxer One is scheduled to visit our library on Tuesday, November 14 at 10:00 a.m. We are hoping to have a successful integration of Sirsi Dynix WorkFlows into the locker system.

Library Director's Report:

Board:

- The Policy Committee met on Saturday, November 11. Policies are on the agenda and are presented for approval. The attorney approved the Vacations/Leave policy as written and indicated the policy complies with the *Paid Leave for All Workers Act*.
- The Per Capita Grant application is presented for discussion.
- The West Suburban and Chicago Library Legislative lunch is scheduled for Wednesday, December 6 at Chicago Marriott in Oak Brook.
- The tax levy will be finalized at the Monday, December 11 Village Board meeting.
- Hill attended the Village Manager's book discussion on Friday, November 17.
- The Villa Park Garden Club made a contribution to the Library Fund at DuPage Foundation in the amount of \$12,000.00. Library staff can target some of the annual disbursement for garden programs and publicize them as "A Villa Park Garden Club Legacy Program".

Strategic Plan:

- Hill and Krettlar met with Sarah Armstrong, reviewed staff input and identified objectives for the three strategic plans goals. Krettlar emailed the committee to set a final meeting date.

Staff:

- There are several job postings and we hope to receive some applicants.
- Val Garay is back from college and will be employed as a temporary employee during the Thanksgiving and Christmas season.
- The Winter Holiday Get Together is scheduled on Friday, December 1 from 1:00 p.m.-5:00 p.m.
- S. Hill attended the Village health care information meeting on November 17.

Kiwanis/Rotary/Lions/Chamber/Outreach:

- The Rotary Holiday Dinner is scheduled for Tuesday, December 5 at 6:00 p.m.
- Hill attended the Kiwanis Spaghetti Dinner fundraiser that was held on Friday, November 17.
- Hill attended the Rotary Shoe and Boot event for D45 held at Famous Footwear on Saturday, November 18.

Services:

- *The Resource* was submitted to the printer.
- Hill attended the Fire Department's Open House on Saturday, October 14.
- Hill led the Mystery Readers book discussion on Thursday, November 16.

Friends:

- The Friends Mystery Play was held on November 3, 4, and 5. Hill attended the dress rehearsal on November 2 and the November 4 evening; Krettlar attended the November 3 and 5 evenings.
- The Friends St. Nick's Mart is Saturday, December 2.

Building Update:

- Staff will schedule the roof maintenance visit for the end of November.
- The additional concrete work for the bike rack and future storage shed was completed.
- Two honey locusts trees were replaced with two Kentucky Coffee Trees.

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 HP LaserJet Printer, one Dell PowerEdge Server and sixteen computer monitors 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.

Approval of Revisions to Policy 151, Readers Advisory Service: McCleary moved to approve the revisions to Policy 151, Readers Advisory Service. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 190, Hours of Operation: McCleary moved to table the motion to approve the revisions to Policy 190, Hours of Operation. Koeller seconded the motion. The motion was tabled on voice vote.

Approval of Revisions to Policy 450, Sick Leave: McCleary moved to approve the revisions to Policy 450, Sick Leave. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 454, Substance Use and Abuse: McCleary moved to approve the revisions to Policy 454, Substance Use and Abuse. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 456, Life Insurance: McCleary moved to approve the revisions to Policy 456, Life Insurance. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 470, Vacations/Leave: McCleary moved to approve the revisions to Policy 470, Vacations/Leave. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 568, Patron Conduct: McCleary moved to approve the revisions to Policy 568, Patron Conduct. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of New Policy 568.2, Patrons Belongings: McCleary moved to approve the revisions to Policy 568.2 Patrons Belongings. Canale seconded the motion. The motion carried on voice vote.

Discussion of Per Capita Grant Application: A discussion was held about the Per Capita Grant application.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Board meeting would be Wednesday, December 20 at 7:00 p.m. The next Strategic Planning Committee meeting will be held on Thursday, December 7 at 6:00 p.m.

Around the Table: Hovanec shared she was proud of library staff. Koeller shared her son will be at the Staff Holiday Party. McCleary shared information about the wood piece he had created from the Honey Locust tree that had been on the library grounds. Hubbard reminded everyone that the Village Board meeting to discuss the tax levy will be held on Monday, December 11 at 7:00 p.m.

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 8:55 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary