

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
DECEMBER 20, 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, 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: Aurora Slinkman, Public Information Coordinator. Slinkman introduced herself to the Board and shared information about her background and the duties of her position.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the November 29, 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 December 7, 2023 Strategic Planning Committee Meeting: McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard shared the month of December was about the tax levy. Hubbard, Hill, and McCleary met with Village Manager Harline on December 4 to discuss the issues with the tax levy. Hill, Hubbard, Krettler, and Finance Director Howard met on December 13 to further discuss requested corrections to the library's tax levy request. On December 18, the tax levy passed. Hill recommended a Finance Committee meeting be held on early January to review and discuss the budget.

Committee Reports/Strategic Plan Committee: None.

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

Approval of bills/check register for December, 2023 (FY 2023) \$44,361.89: McCleary moved to approve the check register for December, 2023 (FY 2023) in the amount of \$44,361.89. 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 that De La Rosa, Hill, Hovanec, and Krettler attended the Illinois Legislative Meetup in Oak Brook. Senators Suzy Glowiak Hilton and Representative Diane Blair-Sherlock were in attendance.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported there will be another Lou Malnati's coupon fundraiser in February. The Spring Craft & Vendor Fair will be held on Sunday, May 5. The Friends are also sponsoring several upcoming library programs. Luebker thanked Trustee Canale and her husband for their generous donation to the library.

Report of Gifts and Programs Sponsorships: None.

Correspondence: The Board reviewed several thank you letters received from library patrons and supporters.

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

Deputy Director's Report:

Rotary:

- Krettler has been attending the weekly Rotary meetings held from 12:15-1:15 p.m. at Crazy Pour. The Rotary Club held a successful Holiday Dinner & Auction at Allegra Banquets on Tuesday, December 5 from 6:00 p.m.-8:30 p.m. There were just over 50 attendees and nearly 50 auction items.

Programming/Events/Activities:

- Krettler booked a Seasonal Holiday Films Trivia program. Mike Harter sat in on the program on Wednesday, December 6 from 6:00-8:00 p.m. There were 48 patrons in attendance and this new program was well received.
- Krettler attended the Legislative Luncheon with Hill on Wednesday, December 6 from 12:00-1:30 p.m. at the Marriott in Oak Brook.
- Krettler attended the final Strategic Planning Committee meeting on Thursday, December 7 from 6:00-7:30 p.m.
- Krettler has been sitting in on interviews with Sean Birmingham to fill the part-time Public Services Associate and the full-time Public Services Associate positions currently open.

Miscellaneous:

- Luxer One integration update: We are still working towards a successful integration with Luxer One. We hope to have another update soon.

Library Director's Report:

Board:

- The Policy Committee met on 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 new act.
- Hill sent the Per Capita Grant application into the State Library.
- Hill and Krettler attended The West Suburban and Chicago Library Legislative lunch as did Trustees De La Rosa and Hovanec.

Strategic Plan:

- The Committee met on December 7 and reviewed the implementation steps for the strategic goals. The implementation steps are included in the board packet.

Staff:

- Timothy (Tim) Campbell will be joining the library as the new part-time Circulation/Outreach Assistant.
- Val Garay is back from college and will be employed as a temporary employee during the Christmas season.

- Gabi Lovelace is the new Youth Public Services Associate. She started on Saturday, December 2.
- Sophia Flicek, is our new Circ/Outreach Assistant. She started November 28.
- Birmingham and Krettler are still conducting interviews for the full-time public services associate position.
- Jansen and Krettler have registered for the PLA Conference scheduled for next year. I have included estimates on their expenses.
- Jansen has been asked to be on the ALA Odyssey Committee next year. She will be attending the ALA Midwinter Conference in January 2025 to meet with the committee.

Kiwanis/Rotary/Lions/Chamber/Outreach:

- Hill, Hubbard, Krettler (Kandice and Chris), and Luebker (Dianne and Jim) attended the very festive Rotary Holiday Dinner. The Club is contemplating a trivia night this upcoming winter/spring.
- The Chamber has started helping to promote the 2024 Cocoa Crawl.
- Krettler has reached out to Sarah O'Donnell at the TriTown YMCA to see if they would like to partner on an indoor mini golf event for this summer.

Services:

- *The Resource* was mailed. There were some issues with our permit due to the USPS losing track of our payment.

Friends:

- The Friends *St. Nick's Mart* was Saturday, December 2. Event was well run and seemed to be enjoyed by all.

Building Update:

- Staff members are working with Oakbrook Mechanical on a couple more HVAC issues.

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 laptop and one TV. 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 Revisions to Policy 433, Salary and Wage Increases: McCleary moved to approve revisions to Policy 433, Salary and Wage Increases be approved as presented. Hovanec 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 be approved as corrected. Hovanec seconded the motion. The motion carried on voice vote.

Discussion of Oakbrook Terrace Agreement: A discussion was held on the Oakbrook Terrace agreement for library services.

Unfinished Business: A discussion of the Strategic Plan Goals and implementation of the goals was discussed.

Planning of Future Meetings: Hubbard noted the next Board meeting would be January 24, 2024 at 7:00 p.m.

Around the Table: McCleary wished everyone a Merry Christmas. Luebker shared she and her husband would be at the Preschool at Iowa Community Center and her husband would portray Santa on their visit. Hovanec shared she was grateful and thanked everyone for advocating on the library's behalf regarding the tax levy.

Adjournment: McCleary moved to adjourn. Canale 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 8:18 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary