

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
JANUARY 24, 2024**

Call to Order: Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:15 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: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the December 20, 2023 Regular Board 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 reported January was pretty quiet. Hubbard was at the library to sign a few checks. Hubbard spoke with Hill on January 12 to discuss closing the library early due to the weather that day.

Committee Reports: Policy Committee will meet on April 13 at 9:30 a.m. The Finance Committee met on January 22.

Report of the Treasurer: McCleary stated he had reviewed the check register for January, 2024 (FY 2023) and January, 2024 (FY 2024) and all was in order.

Approval of bills/check register for January, 2024 (FY 2023) \$80,462.34: McCleary moved to approve the check register for January, 2024 (FY 2023) in the amount of \$80,462.34. Koeller 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 bills/check register for January, 2024 (FY 2024) \$29,844.79: McCleary moved to approve the check register for January, 2024 (FY 2024) in the amount of \$29,844.79. 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: The RAILS Delivery Count is scheduled to begin on Monday, February 5. Staff will need to physically count every item in each delivery container and complete an online count form for each scheduled delivery day of the count period from Monday, February 5, through Friday, February 9. There will also be a RAILS member update via Zoom on February 14.

Legislative Update: De La Rosa reported he had reviewed the Illinois State Library website to see what information had been updated. He will continue to explore information shared on this website and report any updates to the Board.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends will be holding elections for President and Secretary in April. Ticket sales for the Cocoa Crawl are going well. To date, 81 tickets have been sold for the event.

Report of Gifts and Programs Sponsorships: There were three donations to the library.

Correspondence: The Board reviewed several letters of correspondence.

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. Plans are being discussed for another Rotary/Friends of the Library Trivia Night Fundraiser in March. The date is still to be determined.

Programming/Events/Activities:

- Krettler attended the Friends of the Villa Park Library meeting on Wednesday, December 13.
- Krettler has been working with Aurora Slinkman and staff on the POMS committee to prepare for the next *Resource* issue, which will cover the months of May-August, 2024.
- Krettler, Hill, and Slinkman have been working on updating the library's Branding Guide. Staff hope to have a final copy by the beginning of February.
- Krettler has been working on ideas for programming in the summer.
- Hill and Krettler met with Sarah O'Donnell and Holly Zielinski from Tri-Town YMCA to discuss a joint fundraiser, mini-golf in the library (Tee Time) as a possible Summer Reading Program kickoff at the beginning of June.

Miscellaneous:

- Luxer One integration update: Luxer One is still working on debugging the app and trying to replicate the issue we saw when testing. There are no further updates and the project has been shelved by Luxer One until the beginning of Q3 this year (sometime in the summer) due to focusing on other projects.

Library Director's Report:

Board:

- The Finance Committee met on January 22. The committee reviewed the documents that are in the Board packet.
- The Finance Committee also discussed the fund at DuPage Community Foundation.
- Staff would recommend approving the CY2023 amended budget in February.
- Hill will need direction from the Board on the CY2024 changes.
- The renewal of the Oakbrook Terrace agreement should be on the City's agenda for Tuesday, January 23.
- The interlibrary loan survey was submitted as well as the annual certification.
- The library was closed on January 12 at 1 pm and reopened on January 13 at noon due to the weather – staff are exploring emergency messaging options.

Strategic Plan Update:

- Staff will be incorporating the strategic goals document into the next issue of *The Resource*. The strategic plan is on the library's website.

Staff:

- Daniel Rafac is the new full-time Public Services Associate. His former part-time position has been posted.
- Matt Briddick is the new part-time Public Services Associate (replacing Caitlin Neilson).
- Tim Campbell is the new part-time Circulation/Outreach Assistant.
- Staff is updating the building orientation checklist for use during scheduled walkthroughs with new staff.
- Staff has started AV training for new staff (and refresher training) in the Ohrman Room.
- Staff will need to begin planning for the staff recognition event (April).

Kiwanis/Rotary/Lions/Chamber/Outreach:

- Rotary is discussing a Trivia Night fundraiser.
- The Chamber is partnering with the library on promoting the Cocoa Crawl.
- Kretzler and Hill met with the TriTown YMCA Director and staff to discuss plans for a mini-golf event(s) for the summer kick-off.

Services:

- Staff members are working on the next issue of *The Resource*. Staff will register patrons for adult and youth programs over a two week period: first Youth registration and then Adult registration.
- A number of staff members have focused on weeding projects this past month.
- The collection management plan is slated for updating this year.

Friends:

- The Friends are working on updating their website page, preparing for the Spring Craft and Vendor Fair, as well as updating their brochure.

Building Update:

- We had a roof leak that Anthony Roofing will address once snow and ice conditions are over.
- The annual fire detection device testing has been completed.

New Business:

Discussion of amendments to the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2023 and ending on December 31, 2023. A discussion was held on amendments to the annual budget for fiscal year January 1, 2023 and ending on December 21, 2023.

Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2024 and ending on December 31, 2024: McCleary moved to approve the Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2024 and ending on December 31, 2024. De La Rosa 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: Hubbard noted the next Board meeting would be February 28, 2024 at 7:00 p.m.

Around the Table: Koeller recommended the movie *Wonka*. Luebker shared she was taking a refresher course on driving and may receive a discount on auto insurance afterwards. Hubbard wished everyone a Happy Valentine's Day and said she would see everyone at the Cocoa Crawl.

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 8:15 p.m.

Respectfully submitted,

Kandice Krettlar
Recording Secretary