

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
FEBRUARY 28, 2024**

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, Dianne Luebker, Mark McCleary.

Trustees Absent: Wanda Koeller.

Also Present: Sandra Hill, Library Director; Kandice Krettler, Recording Secretary.

Introduction of Visitors: Jeff Sand, Automation Services Coordinator, Mike Harter, Outreach Services Specialist.

Sand presented the 2024-2026 Technology Plan to the Library Board, highlighted some of the projects we have been working on, and answered questions from Board members in attendance. Harter presented an overview of the various projects and tasks including planning for the 3D Printer, North School Book Club, and Girls Who Code group.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the January 24, 2024 Annual 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 January 24, 2024 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 January 22, 2024 Finance Committee Meeting: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill to sign interim checks and get an update on library activities.

Committee Reports: The Policy Committee will meet on Saturday, April 13, 2024 at 9:30 a.m. in the Board Room. The Finance Committee will plan a meeting after the draft audit has been received.

Report of the Treasurer: McCleary stated he had reviewed the check register for February, 2024 in the amount of \$62,096.86 and all was in order.

Approval of bills/check register for February, 2024 (FY 2024) \$62,096.86: McCleary moved to approve the check register for February, 2024 in the amount of \$62,096.86. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Financial Reports: None.

RAILS News: Hovanec reported the Illinois State Library is reviewing and accepting proposals for the database packages, which may be active in May, 2024.

Legislative Update: Hovanec also reported the Illinois Library Association (ILA) recently published bills they are monitoring, including raising the current competitive bidding threshold which is currently \$25,000, set in 1991.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends just ended the Lou Malnati's pizza coupon fundraiser and are currently accepting applications for the Spring Craft & Vendor Fair.

Report of Gifts and Programs Sponsorships: None.

Correspondence: None.

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

Deputy Director's Report:

Rotary:

- Krettlar has been attending the weekly Rotary meetings held from 12:15-1:15 p.m. at Crazy Pour. The Rotary Club is planning on partnering with the Friends of the Villa Park Library on another Trivia Night. We will now look to hold that event in the fall.

Programming/Events/Activities:

- Krettlar attended the Friends of the Villa Park Library meeting on Wednesday, January 10.
- Krettlar has been working with Aurora Slinkman and staff on the POMS committee to prepare for the next *The Resource* issue, which will cover the months of May-August, 2024.
- Krettlar, Hill, and Slinkman have been working on updating the library's Branding Guide. We hope to have a final copy by the beginning of February.
- Krettlar has been working on scheduling some adult programs for the months of May-August.
- Plans are in the works for Tee Time at the library as part of the Summer Reading Program Kickoff on Saturday, June 1 (21+ event) and Sunday, June 2.
- Krettlar attended the Village Manager's Book Discussion on Friday, February 2 from 11:30am-1:30pm.
- Krettlar has been attending the weekly Administrative staff meetings on Tuesdays from 8:45-9:30 a.m. with Hill, Rose, Turner, and Delaney.

Miscellaneous:

- Krettlar and Hoffmann have been holding interviews for two part-time Circulation/Outreach Services Assistants to replace Browne and Campbell.
- Krettlar and Birmingham held interviews for two part-time positions (Public Services Associate) in Adult Services.
- Krettlar and Hoffmann worked with the Chamber of Commerce, the Friends of the Villa Park Library, and the Environmental Concerns Commission to hold a second successful Cocoa Crawl on Saturday, February 10. There were 200 participants and 19 businesses this year.

Library Director's Report:

Board:

- The amended CY2023 Budget is presented for approval.
- The renewal of the Oakbrook Terrace agreement is ready for approval.
- The Illinois Public Library Annual Report and the Village annual report are ready for approval.
- The draft of the 2024-2027 Technology Plan is ready for approval.
- The new organizational chart and job descriptions are presented for approval.

- Staff would recommend reducing the cost for 3D printer filament. Revised Policy 731 is presented for approval. Harter has the new 3D printer up and running and we are highlighting the service in the 1st floor display case.
- State Representative's office called and notified us that the Secretary of State will be visiting the library on Monday, March 18, from 12 p.m. to 1 p.m.

Strategic Plan Update:

- Staff would anticipate starting work with the architect next month.
- Slinkman is setting up a free trial account with Smores.

Staff:

- Emily Blake has accepted the position of Public Services Associate (25 hours a week) in the Adult Services Department. The part time (16 hours per week) position in Adult Services is still open. There will be a full-time librarian position open.
- There are two part-time positions available in Youth Services.
- Tim Campbell has resigned in Circulation and Dalton Lass will join the library staff on Wednesday, February 21 replacing Tim. Jessica Browne has resigned and Josue Dominguez will start on February 28 replacing Jessica.
- Hill has conducted two "all" staff meetings and has conducted two building orientation tours for new staff.
- Krettler is setting up Narcan training for staff (and possibly a public program).
- Staff will start discussions with the Fire Department on CPR/AED training. This training is due in April.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary is discussing a trivia night fundraiser (fall) and may partner with the Friends again.
- Hill attended the quarterly evening meeting for Kiwanis on February 20. Members of the Lombard Kiwanis Club joined us. The two clubs will be merging later this year.

Services:

- Staff are working on the next issue of *The Resource*. Staff will register patrons for adult and youth programs on different days of the week. Staff are incorporating the strategic goals into the next issue of *The Resource*.
- Ongoing: The collection management plan is slated to be updated this year.

Friends:

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

Building Update:

- Roof leak has been addressed.
- McMahan has worked with GoldyLocks on a couple of door issues.

New Business:

Approval of Technology Plan 2024-2026: McCleary moved the Approval of the Technology Plan 2024-2026 be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Updated Authorized Signers for Fifth Third Bank Account: Hill presented the Board with a memo addressing the Fifth Third Bank account which stated the previous signers on the account were Barbara Flynn and Sandra Hill. Since Barbara Flynn is no longer on staff, Hill would recommend Adelaide (Pat) Hubbard, Sandra Hill and Kandice Krettler become the new signers for this account. McCleary moved the approval of Updated Authorized Signers for the Fifth Third Bank Account be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Annual Reports: The Library Board reviewed the activities of the previous fiscal year and approved an annual report for the State Library (IPLAR: Illinois Public Library Annual Report). McCleary moved the approval of the State Library (IPLAR: Illinois Public Library Annual Report) as revised. Hovanec seconded the motion. The motion carried on voice vote.

The Library Board reviewed the activities of the previous fiscal year and approved an annual report for the Village Board. McCleary moved the approval of the Annual Reports to the Village of Villa Park be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval to Renew Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace included): The annual single family residence fee has been increased to \$294.33, plus a service fee of \$4.03 (total of \$298.36), effective May 1, 2024 and the annual apartment fee shall be \$239.17, plus a service fee of \$4.03 (total of \$243.20). The Oakbrook Terrace City Council approved the Rider at their January 23, 2024 meeting. McCleary moved to approve the Renewal of Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace). Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Approval of Revised Job Description, Head of Adult Services: McCleary moved the Revised Job Description, Head of Adult Services, be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revised Job Description, Head of Youth Services: McCleary moved the Revised Job Description, Head of Youth Services be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of Revised Organizational Chart: McCleary moved the Approval of the Revised Organizational Chart be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 731, Schedule of Fees: McCleary moved the Revisions to Policy 731, Schedule of Fees be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Unfinished Business: McCleary moved 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, 2023 and ending on December 31, 2023 be approved as presented. Luebker seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Planning of Future Meetings: Hubbard noted the next Board meeting would be March 27, 2024 at 7:00 p.m.

Around the Table: Hill thanked Harter and Sand for attending the meeting. Canale shared she has plastic Easter eggs to donate if anyone is interested in taking them. Hovanec shared information about the upcoming LACONI Trustee Banquet. Harter thanked the Board for having him to the meeting. Sand shared the theater group he works with has an upcoming production which opens next Friday.

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 8:45 p.m.

Respectfully submitted,

Kandice Krettlar
Recording Secretary