

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
MARCH 27, 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, Pat Hubbard, Dianne Luebker, Mark McCleary.

Trustees Absent: Jennifer Hovanec, Wanda Koeller.

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 February 28, 2024 Regular Board 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 reported she met with Hill to write thank you letters to: Secretary of State Alexi Giannoulias, State Senator Suzy Glowiak Hilton, and State Representative Diane Blair-Sherlock, to thank them for visiting the library on Monday, March 18.

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 March, 2024 in the amount of \$47,774.24 and all was in order.

Approval of bills/check register for March, 2024 (FY 2024) \$47,774.24: McCleary moved to approve the check register for March, 2024 in the amount of \$47,774.24. Canale seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried.

Financial Reports: None.

RAILS News: None.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends will hold officer elections at the next meeting on April 10. At this time, there are 27 vendors for the Spring Craft & Vendor Fair. Plans are also underway for the Summer Reading Kickoff *Tee Time at the Library* event scheduled for Saturday, June 1 and Sunday, June 2.

Report of Gifts and Programs Sponsorships: Three Adopt-A-Magazine gifts were received.

Correspondence: The Board reviewed thank you letters being sent to Secretary of State Alexi Giannoulis, State Senator Suzy Glowiak Hilton, and State Representative Diane Blair-Sherlock for visiting the library on Monday, March 18.

Letters to Departing Staff Members & Thank You Letters: The Board reviewed two thank you letters that were received. A letter to departing staff member Maggie Rountree was also reviewed.

Deputy Director's Report:

Rotary:

- Krettlar has been attending the weekly Rotary meetings held from 12:15-1:15 p.m. at Crazy Pour.

Programming/Events/Activities:

- Krettlar and Aurora Slinkman held the Spring Family Photo Shoot on Saturday, March 9 from 9:30-4:30 p.m. We had 15 families participate with a total of 77 participants. This was a fun event and we will look to plan another Family Photo Shoot day in November before the holidays. Google photo albums were created and each family received a link to their photos.
- Krettlar and Michelle Hoffmann worked with a student from Elmhurst University who came to observe our department as part of her Career class on Wednesday, March 13 from 9:30-11:30 a.m.
- Krettlar attended the monthly Friends of the Villa Park Library meeting on Wednesday, March 13 from 7-8:30 p.m.
- Krettlar has been working with Slinkman and staff on the POMS committee to prepare for the next *The Resource* issue, which will cover the months of May-August, 2024. This issue will be sent to the printer the week of March 25.
- 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 (All Ages). We are partnering with Tri-Town YMCA on this event.
- Krettlar has been attending the weekly Administrative staff meetings on Tuesdays from 8:45-9:30 a.m. with Hill, Meg Rose, Carolyn Turner, and Cheryl Delaney.
- Krettlar staffed the building on 3/9, 3/10, and 3/15 for Early Voting access before/after hours.
- Krettlar assisted in preparations for the Secretary of State's visit to our library on Monday, March 18 from 12-1 p.m.

Miscellaneous:

- Krettlar and Hoffmann have been holding interviews for a part-time Circulation/Outreach Services staff member and a Library Page.

Library Director's Report:

Board:

- The two items on the disposal list will be replaced in April with shelving that is less deep and wide in order to free up space in the preschool area.
- The *National Library Week* proclamation will be on the village agenda for Monday, April 8. The meeting starts at 7 p.m.
- The LACONI Dinner is scheduled for Friday, May 3 from 6-9 p.m. Let Hill know if you would like to attend so that staff may get you registered.

Strategic Plan Update:

- Department Heads met with the architects to review strategic plan objectives and building concerns. Topics of conversation included first floor desk placement, reconfiguration of the first-floor desks, Teen/DML/GCR placement, passport office, snow melt and front plaza area including need for shade, underused areas of the library, etc.
- The donor wall and giving opportunities will be highlighted in the fall newsletter.

Staff:

- The part time (16 hours per week) position in Adult Services has been filled this month. Jeffrey Smith started on March 4 as our new Adult Services Associate. Interviews for the full time librarian position will be conducted during the week of March 25.
- Both part-time positions available in Youth Services have been filled. Lydia Montemayer was promoted from Library Page to Youth Services Associate. Benita Klasen has accepted the part-time Youth Services Associate position.
- Adlah (Addie) Nofal has accepted the position of part-time Circulation/Outreach Assistant. Her first day is April 1. The Circulation/Outreach Library Page position vacated by Montemayer may be filled soon.
- Seven staff members attended Narcan Training on Thursday, March 21. Krettlar has asked the presenters to do a public program on Monday, May 6.
- Hill and John Bradford have been covering the Mystery Readers and RomCom book discussions. The RomCom book discussion will be on hiatus this summer.

Kiwanis/Rotary/Lions/Chamber/TriTown/Other Outreach:

- Kiwanis Club has started their annual Vidalia Onion fundraiser.
- Hill and Krettlar have been working on the *Tee Time at the Library* event with TriTown YMCA.
- The Intergovernmental meeting is scheduled for April 11.

Services:

- The next issue of *The Resource* will be finalized tomorrow. Staff will register patrons for adult and youth programs on different days of the week.

Ongoing:

- The Collection Management Plan is slated to be updated this year. We anticipate starting this in the fall.

Friends:

- Friends have updated their website page and are preparing for the Spring Craft and Vendor Fair.

Building Update:

- Michael McMahan has asked for the parking lot to be striped on August 17 and 18.
- McMahan will be working with the landscaping company on getting mulch placed on all locations this year.

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 two freestanding wood bookcases on casters. Luebker seconded the motion. A Roll Call vote of the five members in attendance was taken: Yes-5; No-0; Abstain/Present-0. Motion carried.

Approval for Library Closing for Staff and Library Board Event: A discussion was held about the Staff and Library Board Event on Friday, December 6, 2024 from 1-5 p.m. McCleary moved the Library Closing for Staff and Library Board Event on Friday, December 6, 2024 from 1-5 p.m. be approved. Canale seconded the motion. The motion carried on voice vote.

Approval for Library Closing on Friday, May 17, 2024 for Staff Training: A discussion was held about the library closing on Friday, May 17, 2024 for staff training. McCleary moved the library closing on Friday, May 17, 2024 for staff training be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next Regular Library Board meeting would be held on Wednesday, April 24, 2024 at 7:00 p.m. The May Library Board meeting will be held on Wednesday, May 29, 2024 at 7:00 p.m. The Policy Committee will meet on Saturday, April 13 at 9:30 a.m.

Around the Table: Hubbard wished everyone a happy Easter.

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 8:02 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary