

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

Call to Order: Koeller 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, Dianne Luebker, Mark McCleary, Wanda Koeller.

Trustees Absent: Jennifer Hovanec, Pat Hubbard.

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 June 26, 2024 Regular Board Meeting: McCleary moved the minutes be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 22, 2024 Policy 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: None.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for July, 2024 in the amount of \$71,384.32 and all was in order.

Approval of bills/check register for July, 2024 (FY 2024) \$71,384.32: McCleary moved to approve the check register for July, 2024 in the amount of \$71,384.32. Koeller 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: Hill shared Krettler attended a webinar hosted by RAILS called *Making Your Website More Accessible* earlier today. The webinar discussed important changes that we will be working on to make our website more accessible and compliant following Web Content Accessibility Guidelines.

Legislative Update: De La Rosa reminded everyone to reach out to their state representatives and ask them to support their local library.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported there was no July meeting. Plans are underway for a few upcoming events including: Movies in the Park, Lou Malnati's coupon sales, and a trivia/dine out fundraiser at Crazy Pour.

Report of Gifts and Programs Sponsorships: One donation was received.

Correspondence: None.

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.

Programming/Events/Activities:

- Krettler 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.
- Krettler has been attending weekly meetings with Hill and Aurora Slinkman to discuss priorities for PR tasks on Thursday mornings from 9-9:30 a.m.
- Krettler has been attending weekly Department Head meetings on Thursday mornings from 10-11:30 a.m.
- Krettler led the POMS staff meeting on Wednesday, June 26 from 3-4 p.m. Staff in attendance included: Slinkman, Jean Jansen, Sean Birmingham, Amity Davis, Margaret Balwierz, and Lisa Vander Naald. Staff in attendance proofread the draft issue of the upcoming *The Resource*, covering the months of September-December, 2024.
- Krettler drove the Outreach Van in the VFW's Annual Independence Day Parade on Thursday, July 4. Participants walking in the parade included: Volunteer Chris Zophy; Karen Marnell and her husband; Sally Strange; Matt Briddick and his family; Friends of the Villa Park Library members Laura Leishman and Ruth Fielder; and Library Board members Hubbard and Canale. Participants walked behind the library's Outreach Van to pass out candy. Hill drove her car behind the walkers. We had a great presence this year and heard many cries of "I love my library!" along the way.
- Krettler enrolled in an online class through the University of Wisconsin-Madison's Information School Continuing Education Program. The class is "Budgeting for Libraries" and Krettler will be starting the class before the end of July.

Library Director's Report:

Board:

- The next meeting of the Policy Committee will be on September 7 at 9:30 a.m. The Finance Committee will meet on July 22 at 3 p.m.
- Audit proposals will be opened on Tuesday, September 3.
- Hill forwarded an email from District 88's new teacher breakfast.
- The storm that occurred on July 15 took down one of our stop signs and snapped the Gingko tree in the parkway in half. The library retained power through the storm.

Agenda Items

- The parking lot is being seal coated on August 17 and striped on the August 18. We should try to come up with a new date for the Committee of the Whole meeting.

Strategic Plan Update:

- Hill, Krettler, and McMahon met with Jim Heyden from KI Furniture to discuss spaces.

Staff:

- Inservice Day: Staff will be visiting Mayslake in the morning. Fire extinguisher training is being offered in the afternoon at the Staff In-Service day. Hill will offer an update after lunch.
- There are a couple of staff members are out due to illness.
- Cheryl Delaney has decided to retire in September. We have posted her position.

Kiwanis/Rotary/Lions/Chamber/Tri-Town/Other Outreach

- Kiwanis has had two successful concerts.
- J. Jansen was installed as a Lions Club member.
- Rotary will have a meeting of the directors on July 23 to discuss by-laws and special projects.

Services:

- The next issue of the Resource is slated to go to the printer on July 22.
- Ongoing: The collection management plan is slated for updating this year. We anticipate completing it this fall. As an aside, there will be a major shift in the youth collections starting this August (with hope). We will be working with Hallett Movers on this major shift.

Friends:

- The Friends brochure has been updated.
- There will be a dine out fundraiser at Crazy Pour which will be combined with a Trivia Night in September.

Building Update:

- After further conversation with the architects we would recommend glassing in the second set of doors (facing west). We plan to hold off on this until the snow melt is addressed next year.
- The windows were washed.

New Business:

Reschedule August 18, 2024 Committee of the Whole meeting. Due to the parking lot being repaved that weekend staff would recommend rescheduling the meeting: A discussion was held on some possible dates for the upcoming Committee of the Whole meeting. Friday, September 6, 2024 at 5:00 p.m. was selected.

Unfinished Business: None.

Planning of Future Meetings: Koeller said the next regular Library Board meeting would be held on Wednesday, August 28, 2024 at 7:00 p.m. The Committee of the Whole will meet on Friday, September 6, 2024 at 5:00 p.m., and the Policy Committee will meet on Saturday, September 7, 2024 at 9:30 a.m.

Around the Table: McCleary shared two bowls that were made from a locust tree which was taken down on library property before the addition/renovation. Luebker shared her deck is completely done and she's enjoying the new outdoor space. De La Rosa shared he was heading to Oregon to visit his son.

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 7:37 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary