

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 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: Steve De La Rosa, Jennifer Hovanec, Pat Hubbard, Dianne Luebker, Mark McCleary, Wanda Koeller.

Trustees Absent: Deborah Canale.

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 July 24, 2024 Regular Board Meeting: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

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

Report of the Board President: Hubbard reported she signed checks on August 5, and on August 9 she met with Hill to discuss the overview of future projects and the architects report. Hubbard also spoke to Hill about Early Childhood Literacy programming. On Monday, August 19, Hubbard, Canale, and Luebker attended the Lufkin Park ribbon cutting held by Village of Villa Park, Parks & Recreation.

Committee Reports: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for August, 2024 in the amount of \$93,933.03 and all was in order.

Approval of bills/check register for August, 2024 (FY 2024) \$93,933.03: McCleary moved to approve the check register for August, 2024 in the amount of \$93,933.03. Koeller 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 shared RAILS has created a new advocacy tool, "Agencies of Impact Report" which compares libraries with Amazon, FedEx, and more. A copy of this report will be shared with all member libraries. RAILS is also exploring legislative topic proposals for funding Internet access in libraries.

Legislative Update: De La Rosa shared the election in November may cause chaos in a number of states.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Friends met on August 14. The Friends are holding an upcoming Trivia Night and Dine Out Fundraiser at Crazy Pour on Thursday, September 19. There will be a brief business meeting at 6:00 p.m. before trivia begins. The Friends are also holding a Lou Malnati's coupons sale in November. St. Nick's Mart is scheduled for Saturday, December 7 from 4-7 p.m.

Report of Gifts and Programs Sponsorships: One donation was received from the Kiwanis Club of Villa Park.

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. Krettler attended a Rotary Board of Directors meeting with Hill on Tuesday, July 23 after the regular Rotary Club meeting to discuss updating club by-laws, membership details, and more for the upcoming club year.

Programming/Events/Activities:

- Krettler has been attending the weekly Administrative staff meetings on Tuesdays from 8:45-9:30 a.m. with S. Hill, M. Rose, C. Turner, and C. Delaney.
- Krettler has been attending weekly meetings with S. Hill and A. 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 assisted with the Disney Films Music Bingo on Monday, July 29 from 7-8:30 p.m. There were 26 patrons in attendance and all enjoyed the program, refreshments, and prizes.
- Krettler attended an Early Childhood Planning meeting with J. Jansen and S. Hill on Monday, July 29 from 3-4 p.m. to discuss a new Welcome Baby! Early Literacy program and revitalizing the 1,000 Books Before Kindergarten program. Staff hope to kick off these programs in January, 2025. K. Krettler is also planning a Welcome Baby! Resource Fair in January.
- Krettler attended the Page Freezer training on Wednesday, July 31 from 2:30-3:00 p.m. with J. Sand and A. Slinkman.
- Krettler attended the High School District 88 Welcome Back breakfast on Thursday, August 8 at 8:00 a.m.
- Mike Harter, Dalton Lass, Addie Nofal, and Krettler attended the library's Summer Reading Program Finale on Friday, August 9 from 6:30-7:45 p.m. Staff from Youth Services also attended including: Heidi Geatros, Jean Jansen, and Benita Klasen. The event was well attended. The first Movie in the Park was held immediately following the end of the Summer Reading Program Finale.
- Krettler sat in on two interviews for the part-time position of Assistant to the Director on Friday, August 9 at 12:30 & 3 p.m.
- Krettler held a meeting with Sean Birmingham, John Bradford, and Jean Jansen to discuss the IPLAR stats entry on the newly created spreadsheet on Monday, August 12, 2-3 p.m.
- Krettler attended "Meet the Teacher" at Westmore school from 2-3 p.m. on Tuesday, August 13.
- Krettler attended the Friends of the Villa Park Library meeting from 7-8:45 p.m.
- Staff attended the Library's Staff In-Service on Friday, August 16.
- Krettler has continued working with Fifth Third Merchant Services to get our credit card terminal up and running correctly. After a nearly 90-minute service call on Monday, August 19, we hope there are no further issues.
- Krettler attended the Lufkin Park Ribbon Cutting with Birmingham and Hill at 4:30 p.m.

Library Director's Report:

Board:

- Reminder that a Committee of the Whole meeting is scheduled for Friday, September 6, at 5:00 p.m.
- Hill would ask to postpone the Policy Committee which had been scheduled for September 7 at 9:30 a.m. Hill has a start on a couple of policies but needs more time.
- Audit proposals will be opened on Tuesday, September 3.
- Hill met with a patron who is interested in funding early literacy initiatives in Villa Park. Hill will need to research best approaches.
- Aurora Slinkman, Kandice Krettler, and Sandra Hill will be reviewing the library's marketing plan.

- The draft of the Technology Plan is in the board packet. Jeff Sand will attend the next Board meeting.

Strategic Plan Update:

- New Braille collection was highlighted in the local newspaper.
- Adult Services staff are working on classes using Creativebug for January.
- Youth Makerspace has featured a craft each week.
- Donor Wall was featured in newsletter.

Staff:

- In-Service Day: Day went very well. A little warm but staff enjoyed visiting Mayslake and Peabody mansion. Fire extinguisher training was offered in the afternoon at the staff In-Service day. Hill provided an update after lunch. Department meetings went well.
- Five staff will attend the SWAN Expo on August 23.
- Four staff will attend ILA Conference in Peoria this fall.
- Daniel Rafac from Adult Services is assisting with plant identification plaques for the library's plant gardens.
- Michael McMahon hopes to return from FMLA leave in early September.
- Patti Soutar is back to work.
- Cheryl Delaney's last day is September 12.
- Jeff Sand's Technology Plan will be discussed during New Business.

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

- Lions Club members had a tour of the new Recreation Center.
- Rotary will have a diaper drive this September.
- Kiwanis is gearing up for Peanut Days and Night Golf with Rotary at Sugar Creek.

Services:

- *The Resource* was delivered the first week of August. We are still experiencing issues with registration of programs due to the overwhelming numbers signing up on the Mondays that registration begins. The POMS (Publicity, Outreach, Marketing, Services) Team will consider options.
- The Summer Finale went well. Krettlar and staff did a great job that evening with over 180 in attendance for the finale and 145 attending the movie that followed.
- Ongoing: The collection management plan is slated for updating this year. We anticipate completing it this fall. As an aside, we started the major shift in the Youth collections on August 26-29.

Friends:

- There will be a Dine Out Fundraiser at Crazy Pour which will be combined with a Trivia Night in September.
- The September Movie in the Park has been relocated to Cortesi Park.

Building Update:

- Parking lot was sealcoated on August 17 (and August 18 due to rain on the 17th).

Agenda Items:

- The Library's tax levy request is 4%. This will allow for capturing some new growth in town.

Draft of the Budget for 2025 is in the board packet. Highlights include:

- Interest rates continue to decrease but next year's interest revenue is known.
- PMA Financial sent e-mail notification of the IDOR's estimate for PPRT dollars. Here is the context: "The IDOR estimates a decrease of 32.6% in PPRT revenues from the previous year. This may have a significant impact on your current budget. Please note last fiscal year's estimate was a forecasted decline of 28.76% and the final decline was 34.13%." As we did last year, we took a conservative approach to the anticipated revenue this upcoming year.
 - Additional dollars were placed in Building & Grounds since we hope to do a couple of projects next year. This would be a budget line that can be reduced in 2026 if we see interest rates continuing to decline.
 - We hope not to have a 14% increase in the Employee Benefits (health insurance).

- Meg Rose and Hill will meet with Patrick Cook from Cook and Kocher after Labor Day. We can firm up the liability insurance number after that meeting.
- Professional Services: We are due for a review of our personnel policies. HR Source has indicated the review will cost will be \$3,300.
- Outreach Van: The van will be outfitted for cabinets this September/October. There will be shelving to purchase next fiscal year.
- E-Titles: Investing additional dollars in E-Titles. E-Audiobook circulation is doing well via Hoopla.

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 seven laptop computers and eight personal computers. Luebker seconded the motion. De La Rosa requested staff check with People's Resource Center to determine if they can repurpose the laptops.

A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Approval of Resolution authorizing transfer of \$290,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund: McCleary moved to approve the transfer of \$290,000 from the Unassigned Fund Balance to the library's Special Reserve Fund. Hovanec seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Discussion of the Library Technology Plan for Fiscal Years 2025-2027: A discussion was held regarding the Library Technology Plan for Fiscal Years 2025-2027.

Discussion of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year: A discussion was held regarding setting forth the financial requirements of the Villa Park Public Library for the next fiscal year.

Discussion on the adoption of the annual budget for the Villa Park Public Library for the calendar year commencing on January 1, 2025 and ending on December 31, 2025: A discussion was held on the adoption of the annual budget for the Villa Park Public Library, for the calendar year commencing on January 1, 2025 and ending on December 31, 2025.

Unfinished Business: None.

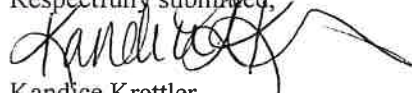
Planning of Future Meetings: Hubbard reported the next regular Library Board meeting would be held on Wednesday, September 25, 2024 at 7:00 p.m. The Committee of the Whole will meet on Friday, September 6, 2024 at 5:00 p.m.

Around the Table:

Hovanec shared a reminder that it's National Library Card Sign-Up Month. Hovanec also shared that a local brewery in La Grange is creating a special brew called "Novel Idea" for their library in honor of National Library Card Sign-Up Month. Hill shared that the new board book shelving has been delivered and is in place. Hallett will be back tomorrow morning to replace books on the shelves completing this project. Luebker reminded everyone to renew their Friends membership and to remember Trivia Night on Thursday, September 19.

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 8:27 p.m.

Respectfully submitted,



Kandice Krettler
Recording Secretary