

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
September 25, 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, Wanda Koeller.

**Trustees Absent:** None.

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

**Introduction of Visitors:** Jeff Sand, Automation Services Coordinator, Laura Leishman.

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** None.

**Approval of the Minutes of the August 28, 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 September 6, 2024 Committee of the Whole 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 met with Hill at 6:15 p.m. today to discuss an update on the main stairwell.

**Committee Reports:** Hill mentioned the need to schedule a Policy Committee meeting and the members should discuss possible dates after tonight's meeting. Hill also reported she will have several policies for the Policy Committee to review.

**Report of the Treasurer:** McCleary stated he had reviewed the check register for September, 2024 in the amount of \$164,414.04 and all was in order.

**Approval of bills/check register for September, 2024 (FY 2024) \$164,414.04:** McCleary moved to approve the check register for September, 2024 in the amount of \$164,414.04. Luebker 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:** Hovanec shared RAILS news including: this month RAILS is hosting a Board meeting in Bloomington, along with a member update. Bloomington is as far south as RAILS service area. There will be an upcoming virtual program with Amanda Jones. Hovanec will be at the Illinois Library Association (ILA) conference in two weeks. Next year, ILA will be in Rosemont. This year, legislative meet-ups will be held in December.

**Legislative Update:** None.

**Professional Development:** None.

**Report of the Friends of the Library Liaison:** Luebker reported the Friends held the Trivia & Dine Out Night at Crazy Pour, with about 28 people in attendance. The final summer Movie in the Park was also held and there was a good crowd with about 106 people in attendance. The next Friends Meeting will be held on October 9 at 7 p.m. at the library.

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

**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.

**Communications:**

- Krettler has reached out to the Villa Park Fire Department to see if they would be able to provide infant CPR demos at the Welcome Baby Fair in January, 2025. We are waiting to hear back.
- Krettler reached out to Amy Zurita, Computer Training and Access Manager at People's Resource Center to see if they were interested in taking the laptops which were approved of disposal at the August 28 Library Board meeting. They were interested and Mike Harter dropped the laptops and peripherals off at the Westmont location on 9/12/24.

**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. Our group will also be working on updating the Marketing Plan.
- Krettler has been attending weekly Department Head meetings on Thursday afternoons at 2:00 p.m. (moved from a.m. temporarily due to YS staffing).

**Workshops/Training:**

- Krettler viewed the Creating Accessible PDFs webinar on August 29 from 10-11:15 a.m. to learn how to make the library's PDF documents on our website more accessible as part of the WCAG 2 updates we need to make by April 26, 2027.

**Meetings:**

- Krettler attended the monthly Library Board meeting from 7-8:30 p.m. on Wednesday, August 28.
- Krettler met with Jean Jansen and Hill to discuss upcoming Early Childhood Literacy efforts and programs from 9:30-10:30 a.m.
- Krettler met with Daniel Rafac, Sean Birmingham, and Hill on Friday, August 30 from 11-11:30 a.m. to discuss exploring the possibility of offering the ability to purchase license plate renewal stickers here at the library.
- Krettler met with Beth Slusher from School District 45 on September 9 from 3:30-4 p.m. to discuss the Cards for Kids program.
- Mike Harter, Michelle Hoffmann, and Krettler discussed the van upfitting project via Zoom from 2-3pm on Wednesday, September 11 to further refine the 3D rendering initially sent for the project.
- Krettler held a phone discussion with Shannon Carroll from the Friends of the Library to discuss the application form for the St. Nick's Mart vendors from 3-3:30 p.m. on Thursday, October 3.

**Library Director's Report:**

**Board:**

- The policy on the agenda was reviewed by the library attorney.
- The audit proposal is on the agenda for approval.

**Ongoing:**

- Aurora Slinkman, Krettler, and Hill will be reviewing the library's Marketing Plan.
- The Technology Plan is on the agenda for approval. Sand will be at the meeting to answer questions.

- Hill and Krettlter met with the Village of Villa Park's Finance Director, Chuck Howard, to review the library's tax levy request.
- Staff have started work on the Collection Management plan. Which is tentatively scheduled to be brought to the Board in October.

#### **Strategic Plan Update:**

- Staff would ask to confirm the building priorities which were discussed at the Committee of the Whole Meeting (perhaps numbering the items below).
  - Main stairway fix
  - Front plaza (curb; less concrete; less snowmelt) / Incorporate improvements to 1st floor vestibule
  - Door and shade to Youth outdoor area
  - Move some vending to 2nd floor / small improvements to the conversation area on the 2nd floor
  - Move cabinets from vending area up to Adult Services future makerspace
  - Passport office/study room outside of staff area
  - Possibility of two study rooms in existing Quiet Reading Room
  - Adding a wall to west side of Teen Area/move felt (birch tree) to south side of Teen Area
  - Other?

#### **Staff:**

- Four staff will attend ILA Conference in Peoria this fall. Cost per employee should be approximately \$1000.
- Abigail Kennedy was hired as the new Assistant to the Director (replacing Cheryl Delaney).
- Olivia Williams was hired as the new Circ/Outreach Assistant.
- Hannah Hippensteel will be resigning to take a new position at the Palatine Library. Her position has been posted.

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

- Rotary has a diaper drive this September.
- Kiwanis is gearing up for Peanut Days and Night Golf with Rotary at Sugar Creek. I have included the flyers.

#### **Services:**

- Staff 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 continue to consider options.

#### **Friends:**

- There was a dine out at Crazy Pour which will be combined with a Trivia Night in September.
- The September 20 Movie in the Park was held at Cortesi Park.
- St. Nick's Mart is scheduled for December 7 from 4-7 p.m.

#### **Building Update:**

- Michael McMahon is working on scheduling the carpet cleaning and the annual paint touch up.
- Davey Tree will be replacing a tree they had planted last year that is not doing well (under guarantee). In addition, they will be adding a white oak near the bioswale.

#### **Agenda Items:**

- The Library's tax levy request is 4%. This will allow for capturing some new growth in town. (Consumer Price Index 2023 was 3.4%; current year is 1.5%)
- Draft of the Budget for 2025 is in the Board packet. Changes from the last meeting:
  - Reduced Personal Property Replacement Tax revenue anticipated.
  - Staff was notified that the healthcare costs may increase as high as 19.32% this upcoming year. Additional buffer for healthcare was added since we have an unknown with a new full-time hire for Youth Services.
  - Reduced Employee Education slightly.
  - Staff firmed 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.
- Reduced Cleaning Services.
- Staff added some additional notes to the revenue/expenditure lines

#### **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 copiers: Konica Minolta C3351 and C458. Luebker seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried.

***Review of Proposal to Provide Audit Services from Lauterbach and Amen. Approval of Engagement with Lauterbach and Amen for Audit Services (FY 2024 for \$7,500 / FY 2025 for \$7,800 / FY 2026 for \$8,100):*** McCleary moved to approve the Proposal to Provide Audit Services from Lauterbach and Amen. Approval of Engagement with Lauterbach and Amen for Audit Services (FY 2024 for \$7,500 / FY 2025 for \$7,800 / FY 2026 for \$8,100) Luebker 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 Revisions to Policy 650, 3D Printing:*** McCleary moved to approve the Revisions to Policy 650, 3D Printing. Canale seconded the motion. The motion carried on voice vote.

***Approval of Saturday, December 7 closing at 2:00 p.m. for Friends of the Villa Park Library Fundraiser:*** McCleary moved to approve the Saturday, December 7 closing at 2:00 p.m. for the Friends of the Villa Park Library Fundraiser. Hovanec seconded the motion. The motion carried on voice vote.

#### **Unfinished Business:**

***Approval of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year:*** McCleary moved to approve the Approval of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year. 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.

***Resolution approving the adoption of the annual budget for the Villa Park Public Library for the fiscal year commencing on January 1, 2025 and ending on December 31, 2025:*** McCleary moved to approve the Approval of the Resolution Setting Forth the Financial Requirements of the Villa Park Public Library for the Next Fiscal Year. Canale 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 the Library Technology Plan for Fiscal Years 2025-2027:*** McCleary moved to approve the Library Technology Plan for Fiscal Years 2025-2027. Luebker seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried.

**Planning of Future Meetings:** Hubbard reported the next regular Library Board meeting would be held on Wednesday, October 23, 2024 at 7:00 p.m. Policy Committee will meet on Saturday, November 9, 2024 at 9:30 a.m.

#### **Around the Table:**

Hovanec shared more information about the RAILS program with Amanda Jones, author of, *That Librarian: The Fight Against Book Banning*. The program will be held on October 28 from 4-5 p.m. online.

**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 8:10 p.m.

Respectfully submitted,

  
Kandice Krettlér  
Recording Secretary