

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
October 23, 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, Wanda Koeller.

**Trustees Absent:** Mark McCleary.

**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 September 25, 2024 Regular Board Meeting:** Koeller 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 on October 4 to sign checks and review the letter that was to be included in the tax levy to the Village Manager and Board. Hubbard also met with Hill on October 18 to discuss the parking lot situation.

**Committee Reports:** None.

**Report of the Treasurer:** Hubbard stated McCleary had reviewed the check register for October, 2024 in the amount of \$93,628.48 and all was in order.

**Approval of bills/check register for October 2024 (FY 2024) \$93,628.48:** Luebker moved to approve the check register for October 2024 in the amount of \$93,628.48. Canale 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:** Hill reported CD rates are dropping slightly. Hill also shared how nice it was to have both Hallett Movers and Bradford Systems work together so well on the curved shelving move.

**RAILS News:** Hovanec shared the Public Policy Committee (composed of RAILS and ILA staff) are discussing what they would like to see in lobbying efforts in the state. They are exploring internet service at libraries as anchor institutions. Finally, they are also exploring the review of the reporting standards for total compensation packages. Hovanec also shared that she attended and presented at the Illinois Library Association Conference in Peoria.

**Legislative Update:** De La Rosa shared it was local election time and candidates are circulating petitions.

**Professional Development:** None.

**Report of the Friends of the Library Liaison:** Luebker reported the Friends of the Library donated to the library for wish list items. There was a wish list for September totaling \$3,820. The second wish list for January was \$2,050 for special events and programs. Luebker also shared that the Lou Malnati's coupon fundraiser will begin on November 4.

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

**Correspondence:** None.

**Letters to Departing Staff Members & Thank You Letters:** Letters to departing staff members Amity Davis and Hannah Hippensteel. Two thank you letters were also received.

**Deputy Director Report:**

**Rotary:**

- Krettlar has been attending the weekly Rotary meetings held from 12:15-1:15 p.m. at Crazy Pour. Planning is underway for the annual Holiday Dinner & Auction, scheduled for Tuesday, December 3.

**Program/Event Planning:**

- Krettlar is working on plans for the Welcome Baby Expo scheduled for Sunday, January 18, 2025 from 1-3 p.m.
- Krettlar has reached out to the Villa Park Chamber of Commerce to begin planning for the 3rd Annual Cocoa Crawl, scheduled for Saturday, February 8, 2025 from 11 a.m.-3 p.m. Michelle Hoffmann and Krettlar will plan on meeting with Kyle Schnettler, the new Chamber Director, on Monday, October 28 in the afternoon to further discuss this event.

**Meetings:**

- 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 Abby Kennedy.
- Krettlar has been attending the weekly meetings on Thursday mornings from 9-9:30 a.m. with Hill and Aurora Slinkman to discuss priorities for PR tasks. Our group has started updating the Marketing Plan.
- Krettlar has been attending the weekly Department Head meetings on Thursday afternoons at 2:00 p.m. (moved from a.m. temporarily due to YS staffing).
- Krettlar attended the monthly Library Board meeting from 7-8:30 p.m. on Wednesday, September 25.
- Krettlar attended the "Apple of Our Y" with Hill as guests of Tri-Town YMCA at their thank you breakfast held at the Carlisle in Lombard on Thursday, September 26 from 8:30 a.m.-10:00 a.m.
- Krettlar attended the monthly Friends of the Villa Park Library meeting from 7-8:30 p.m. on Wednesday, October 9.
- Krettlar attended the Intergovernmental Meeting held at Willowbrook High School with Hill on Thursday, October 10 from 7-9 p.m.
- Krettlar attended a health care discussion meeting via Zoom with Hill on Friday, October 11 from 9-9:45 a.m. along with the Village Manager Matt Harline, and Assistant Village Manager Suzanne McVey.
- Michelle Hoffmann and Krettlar dropped off the outreach van to Highland Vans on Monday, October 14 at 1:30 p.m. Highland Vans will be upfitting the interior of the van with cabinetry. We anticipate this project being completed by the end of November.

**Workshops/Training:**

- None attended this month.

**Director's Report:**

**Board:**

- Jamie Wilkey from Lauterbach & Amen was happy to hear their proposal was accepted by the Board. Hill signed the engagement letter.
- Ongoing: Aurora Slinkman, Krettlar, and Hill will be reviewing the library's marketing plan.
- The Collection Management Plan is being reviewed by staff/selectors. We should be able to have the Policy Committee review it at its November meeting.
- Pat Hubbard and Hill worked on the levy request letter which accompanied the levy request. A print copy was delivered to village hall for the president and the manager. An electronic copy was sent to the Finance Director. A copy of the letter is included in the director's report folder.

- Hill attended District 45's Strategic Planning Session held on Saturday, October 5
- Hill attended the TIF Joint Review Board meeting held at Village Hall on October 9.
- Krettler and Hill attended the Intergovernmental Meeting held at Willowbrook on October 10.
- Krettler and Hill attended an online meeting on October 11 for an update on the village healthcare provided by The Horton Group.
- Board, Friends, and Staff Holiday Event will be held on Friday, December 6 starting at 1 p.m.

#### **Staff:**

- Four staff attended the ILA Conference in Peoria.
- Amity Davis and Mike Harter found new positions so will be leaving our employment. Krettler and Jean Jansen are interviewing candidates to fill their positions.
- Adrienne Holbeck will start on October 22 to fill Hannah Hippensteel's position in Youth Services.
- Hill will be attending the HR Source Conference on November 7 in Naperville. Staff would recommend meeting with the Finance Committee in early December to discuss budgeting and review of the Wage and Salary Chart.

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

- Staff met with the architects regarding the priorities discussed at last month's meeting.

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

- Hill attended the Kiwanis/Rotary Night Golf event and it went very well.
- The Kiwanis Spaghetti Dinner will be held on Friday, November 15 at Willowbrook High School.
- The Rotary Holiday Dinner will be on Tuesday, December 3 at Allegra Banquets of Villa Park.

#### **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.
- Staffing of the mini-library at Jefferson has become an issue. Staff have retrieved the Jefferson books.
- Krettler and Hill attended the Fire Department's Open House held on October 12 from 12-3 p.m.

#### **Friends:**

- The Friends voted to approve the library's wish list for this calendar year (includes supplies for Baby Expo; cocoa crawl swag; gift cards for library card signup month). They also approved the January 2025 wish list (includes sponsorship of Lego event; Game Truck; and soap making program).
- The St. Nick's Mart is scheduled for December 7 from 4-7 p.m.

#### **Building Update:**

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

#### **New Business:**

***Discussion and Approval of Library Closings for 2025/Early 2026:*** A discussion was held about the Library Closings for 2025/Early 2026. Lubeker moved the Library Closings for 2025/Early 2026 be approved. Hovanec seconded the motion. The motion carried on voice vote.

***Discussion and Approval of Library Board Meeting Schedule for 2025:*** A discussion was held about the 2025 Library Board Meeting Schedule. Canale moved the 2025 Library Board Meeting Schedule be approved as amended. The Board decided to move the December 2025 meeting from Monday, December 22, 2025 to Monday, December 29, 2025. Hovanec seconded the motion. The motion carried on voice vote.

**Unfinished Business:** None.

**Planning of Future Meetings:** Hubbard reported the next regular Library Board meeting would be held on Monday, November 25, 2024 at 7:00 p.m. The regular Library Board meeting in December will be held on Thursday, December 19. The Policy Committee will meet on Saturday, November 9, 2024 at 9:30 a.m.

**Around the Table/Library Trustees' Reports:**

De La Rosa shared he will not be running for Library Board in the Spring. Instead, he has decided to run for Village Board. The election will be held on April 1, 2025. Hovanec shared she was in Vermont the previous week enjoying the fall foliage and remarked it was a very relaxing trip. Hubbard wished everyone a happy Halloween. Luebker had enjoyed a trip to Starved Rock with the Villa Park Parks and Recreation Department. She remarked it was a very enjoyable day.

**Adjournment:** Luebker moved to adjourn. De La Rosa 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 8:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kandice Krettler", with a stylized flourish at the end.

Kandice Krettler  
Recording Secretary