

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
November 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, Pat Hubbard, Dianne Luebker, Wanda Koeller, Mark McCleary (Attending electronically).

Trustees Absent: Steve De La Rosa, Jennifer Hovanec.

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

Introduction of Visitors: Laura Leishman, Friends of the Villa Park Library President.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the October 23, 2024 Regular Board Meeting: Luebker moved the minutes be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she had a telephone conversation with Trustee Koeller about filing papers to run for Library Trustee. Hubbard suggested the Board put together a cheat sheet for those interested in running for Library Trustee that would have all of the information required for those running. Hubbard reported Trustee McCleary would need to attend the monthly meetings electronically for the next few months.

Committee Reports: The Policy Committee will meet on Saturday, January 11. The Finance Committee will need to meet after the New Year.

Report of the Treasurer: McCleary stated he had reviewed the check register for November 2024 in the amount of \$79,948.79 and all was in order.

Approval of bills/check register for November 2024 (FY 2024) \$79,948.79: McCleary moved to approve the check register for November 2024 in the amount of \$79,948.79. 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: Hill reported there has been some touch-up painting done throughout the building. Premium Clean recently did some carpet cleaning. Staff reinvested some CD's that were maturing.

RAILS News: No report. Hubbard shared that she would be attending the Legislative Luncheon along with Luebker, Hill, and Krettler on Tuesday, December 3 at the Oak Brook Marriott.

Legislative Update: No report.

Professional Development: Hubbard, Koeller, and Luebker reported they attended the RAILS online presentation of Louisiana school librarian and author of "That Librarian: The Fight Against Book Banning in America" on Monday, October 28 from 4 to 5 p.m. via Zoom.

Report of the Friends of the Library Liaison: Luebker reported the Friends have new book bags for sale at \$15.00 each. The Lou Malnati's coupon sale went well. St. Nick's Mart will be held on Saturday, December 7 from 4-7 p.m. at the

library.

Report of Gifts and Programs Sponsorships: None.

Correspondence: None.

Letters to Departing Staff Members & Thank You Letters: Letters to departing staff members Cheryl Delaney and Clarissa Quattrochi.

Deputy Director Report:

Rotary:

- Krettler 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 from 6-8:30 p.m. at Allegra Banquets of Villa Park. Rotary also held the annual Shoe & Boot Drive the week of November 11.

Program/Event Planning:

- Krettler is working with the Friends of the Villa Park Library in planning vendor layouts for the upcoming St. Nick's Mart on Saturday, December 7.
- Krettler is working on plans for the Welcome Baby Expo scheduled for Sunday, January 18, 2025 from 12-3 p.m. As of this time, we have 18 non-profit groups and organizations interested in attending the event.
- Plans are underway for the third annual Cocoa Crawl being held on February 8, 2025.

Meetings:

- 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 Abby Kennedy.
- Krettler 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.
- Krettler 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).
- Krettler attended the monthly Library Board meeting from 7-8:30 p.m. on Wednesday, October 23.
- Krettler sat in on Youth Services Librarian interviews with Jean Jansen on Friday, October 25 and Wednesday, October 30.
- Krettler attended the Friends of the Villa Park Library meeting on Wednesday, November 13 from 7-9 p.m.

Workshops/Training:

- None attended this month.

Staff Updates:

- Daniel Pellecer, the new Outreach Services Specialist, started in his position on Monday, November 11.

Director's Report:

Board:

- The Policy Committee reviewed the policies listed on tonight's agenda as well as the Collection Management Plan. All are presented for approval.
- The tax levy will be presented for approval to the Village Board at the first Village Board meeting in December.
- Hill was asked to be part of a committee which will seek to generate naming options for the Early Childhood Center.
- Board, Friends, and Staff Holiday Event will be held on Friday, December 6 starting at 1 p.m.

Ongoing:

- Slinkman, Krettler, and Hill will be reviewing the library's marketing plan.

Staff:

- Daniel Pellecer is the new Circulation/Outreach Specialist. Mallorie Bromer is the new Youth Services Librarian. Clarissa Quattrochi has decided to resign. We posted her position as Acquisitions Clerk last week.
- Hill attended the HR Source Conference on November 7 in Naperville.

Strategic Plan Update:

- Staff received an update from the architects which they need to review. Hill will contact Graham Harwood to ask for some initial input.

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

- Hill attended the Rotary Shoe and Boot drive on Saturday, November 16. Many families from D45 and D48 attended.
- The Kiwanis Spaghetti Dinner went well with a lower attendance than the club had wished.
- Reminder: Rotary Holiday Dinner will be on Tuesday, December 3.

Services:

- Hill attended the Early Childhood Collaborative meeting held on November 14.

Friends:

- The Friends will be doing a Dave and Buster's fundraiser starting in February.
- The Friends will also be sponsoring the Joyful Traditions tree, and the President of the Friends will make ornaments again this year.
- St. Nick's Mart is scheduled for December 7 from 4-7 p.m.

Building Update:

- The carpet was cleaned during the weekend of November 16 and the annual paint touch up was completed on November 19.
- Staff hope the van will be back into service at the beginning of December.

New Business:

Approval of Removal of Policy 160: Village of Villa Park Safety Policy (obsolete): Canale moved Policy 160: Village of Villa Park Safety Policy (obsolete), be removed. Koeller seconded the motion. The motion carried on voice vote.

Approval of Removal of Policy 506: Voter Registration: Canale moved Policy 506: Voter Registration, be removed. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 320: Use of Credit Cards: Canale moved revisions to Policy 320: Use of Credit Cards be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 434: Tuition Reimbursement: Luebker moved revisions to Policy 434: Tuition Reimbursement be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 435: Leave of Absence: Canale moved revisions to Policy 435: Leave of Absence be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 505: Notary Public Service: Canale moved revisions to Policy 505: Notary Public Service be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 511: Automated Locker Services: Canale moved revisions to Policy 511: Automated Locker Services be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 513: Parking Lot: Luebker moved revisions to Policy 513: Parking Lot be approved. Canale

seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 720: Holds: Canale moved revisions to Policy 720: Holds be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of New Policy 540: Service Animals: Canale moved New Policy 540: Service Animals be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of New Policy 723: Outreach Services Policy: Canale moved New Policy 723: Outreach Services Policy be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revised Collection Development Plan: Canale moved the Revised Collection Development Plan be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Community Research on Climate & Urban Science Access Agreement between The Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois and UChicago Argonne, LLC. Hill remarked that the Library attorney has reviewed this agreement for a weather station to be placed on the library's roof for collection of weather data: Luebker moved to approve the Community Research on Climate & Urban Science Access Agreement between The Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois and UChicago Argonne, LLC be approved. Koeller seconded the motion. The motion carried on voice vote.

Discussion of Per Capita Grant Application: A discussion of the Per Capita Grant application was tabled. Hill will add this to the agenda for the month of December.

Unfinished Business: None.

Planning of Future Meetings: Hubbard reported the next regular Library Board meeting would be held on Thursday, December 19. The next Policy Committee meeting will be held on Saturday, January 11, 2025. The Finance Committee will meet sometime in January.

Around the Table/Library Trustees' Reports: Hubbard wished everyone a Happy Thanksgiving. Hill reported she will be off next week.

Adjournment: Luebker 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 Krettler
Recording Secretary