

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 25, 2025**

Call to Order: Luebker called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 p.m.

Trustees Present: Deborah Canale, Jennifer Hovanec, Wanda Koeller, Laura Leishman, Diane Luebker, Erin Payton.

Trustees Absent: Mark McCleary

Also Present: Sandra Hill, Library Director; John Bradford, Recording Secretary

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the May 28, 2025 Oath of Office Meeting: Hovanec moved to approve the minutes as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the May 28, 2025 Regular Board Meeting: Hovanec moved to approve the minutes as presented. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Luebker reminded Board members to complete the Sexual Harassment Prevention training and print the certificate of completion for filing in the business office. Luebker also stated staff had generated a calendar of 2025 outreach events for volunteer signup. Leishman asked that an interactive version of the calendar be provided online. Payton suggested SignUpGenius as an option for this function; Hill indicated we had a subscription for that product and would ask staff to explore.

Committee Reports:

- Policy Committee: Payton reported that the Policy Committee had met and had begun review of the personnel policies. Hill indicated that library staff intends to bundle all personnel policies into an employee handbook.
- Finance Committee: Audit should be reviewed in July by the Finance Committee members.

Approval of bills/check register for June 2025 (FY 2025) of \$72,067.20: Canale moved to approve the check register for June 2025 in the amount of \$72,067.20. Koeller seconded the motion. After some discussion, 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 the Treasurers Report was sent for publication to the Daily Herald. Leishman thanked Hill for including the Monthly Variance Report in Board packet.

RAILS News/Legislative Update/Professional Development: Hovanec mentioned that the Illinois Secretary of State provided information on the American Library Association lawsuit challenging the freezing of IMLS grants. As one of the 21 plaintiff states in this lawsuit, Illinois secured its 2025 funding. Payton reported that Illinois HB2747/SB1550, which amends the Illinois Library System Act so that that the grants include planning and construction grants to library systems and public libraries that are members of a library system and grants to improve or enhance security of libraries, is progressing. Payton reported that the American Library Association is tracking 132 state legislative bills which it considers to include adverse actions and gave the example of Arkansas HB1646. Hovanec mentioned two trustee training opportunities: *Organizing Friends, Donors, and Volunteers* on July 9 at noon and *Be the Best Trustee You Can Be* in November. Hill signed up for training on *AI in the Workplace*. Hovanec has signed up for the pre-retirement IMRF workshop and completed training on the Illinois Open Meetings Act. Leishman attended training on Broadband Internet and on Evaluation of Library Directors and has completed training on Sexual Harassment Prevention, Passports in Libraries, and the Illinois Open Meetings Act.

Report of the Friends of the Library Liaison: Leishman reported the Friends of the Library met on June 11 and solicited Friends volunteers for events. Upcoming summer events sponsored by the Friends are the Villa Park Independence Day Parade, summer movies and concerts, and the Summer Reading Finale. The Friends will sponsor a sewing class for the public in the fall. Fundraisers through Portillo's (August 6), Dave & Buster's (October 1–December 31), and Lou Malnati's (November) are scheduled.

Report of Gifts and Programs Sponsorships:

Hill reported that Richard and Barb Kurasz adopted five magazines this year.

Correspondence / Letters: None.

Library Director's Report:
Board:

- The Policy Committee met on Saturday, June 21.
- Audit firm is waiting for a couple of reports from the village. We should be on track for the audit report at the July Board meeting.
- We received an email from Cook and Kocher indicating Utica recently discovered rating errors in property coverages, so the library will be receiving a refund check in the amount of \$4,143.33
- The professional services agreement with Sheehan Nagle Hartray—A Woolpert Company is presented for approval. Staff would recommend approving the

agreement which the attorney has reviewed. We would hope that construction be completed by November; however, there may be delays with materials, etc. Hill discussed this timeframe with the architect, Amy Schmieding.

- Hill attended the annual Joint Review Board meeting for the TIF districts in the Village.
- Ongoing: Staff have started review of the Emergency Response Plan.
- John Bradford, Head of Material Services, will be the recording secretary at the June meeting. Gisela Parker, Head of Circ/Outreach, will be recording secretary at the July meeting.
- Financials: Hill included an Account Variance Report for the Board packet. This is a useful report during the year; however, it cannot be generated by date specifics. At times, there are expenses which occur in January which are actually attributable to the previous fiscal year expenses. The Board approves two check registers in January. Hill usually has to use a couple of reports and sometimes has to track down invoices during the budget amendment process.

Staff:

- M. Hoffman and G. Parker interviewed several individuals for the circulation/outreach assistant position.
- Heidi Geatros will be retiring after more than 16 years of service. Her last day will be July 3. Our Youth Services Department is losing a great storytime presence. Her position has been posted.
- The Early Childhood Coordinator position has been posted as a temporary position per input from HR Source.

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

- Lions Club members, S. Birmingham and J. Jansen attended Summerfest. Benita Klasen and Olivia Williams represented the library.
- Kiwanis posted information on the Kiwanis summer concert series. Kiwanis will be giving books to children once a month in July and August.
- Rotary's Installation Dinner was held on June 24. Dr. Graber is the new President. The library received the annual donation of \$500 from the club.
- TriTown YMCA held a strategic planning session at the library on June 23.

Services:

- Staff moved the Picture Book Picnic and the Little Miss Anna Concert to the library on June 18 due to the threat of storms.
- The puzzle exchange was moved from the lobby to the second floor.

- Adult Services staff will be featuring some of their book reviews on social media (see photo on next page).

Friends:

- The Friends will be providing funding for library card signup month giveaways. ALA's theme this year is *One Card, Endless Possibilities*. Staff will be working on yard signs as well this year.

Building Update:

- Hill signed a maintenance agreement with Colley Elevator. Both elevators will be maintained by Colley.
- Hill signed off on a quote from Bradford Systems for installation of new cabinets for the Circulation and Youth departments.

Day to Day Stuff:

- Staff rethought the direction of this year's Staff Development Day. With so many new staff, we determined to set up a morning session with the police department on active shooter training. The afternoon session will include book discussions, a fire drill, and department meetings.

New Business:

Approval of Professional Service Agreement with Sheehan Nagle Hartray, a Woolpert Company in the amount of \$118,200.

Leishman moved to approve the Professional Services Agreement and Canale seconded. After some discussion, a Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Unfinished Business: None.

Planning for Future Meetings: Luebker reported the next regular Library Board meeting would be held on Wednesday, July 23, at 7:00 p.m. The next Policy Committee meeting will be held on July 26, at 9:30 a.m.

Around the Table/Library Trustee Reports: Canale will be at baseball games Thursday through Sunday. Koeller's rabbit problem would have been solved had it not rained soon after she put out fox urine pellets – she'll try again. Payton attended a Villa Park Youth Baseball Chicago Dogs game over the weekend and went to a Chicago Sky game with her son on Pride Night Tuesday. Leishman went to Barbie Night at the Chicago White Sox game, camped near Starved Rock State Park a couple of weeks ago, and is now playing Pokemon with her husband; she was pleased to find pokestops and a gym at the library. Hovanec saw the 25th anniversary release of the film Dogma last week, and had a proud work moment when the LaGrange Library Board extended their Cards for Kids program to include the community of Countryside. Bradford enthusiastically recommended the musical Titanic, which he saw on Sunday, and he will be off work next week to help run the American Mensa Annual Gathering in Chicago. Hill will be off on July 3 and will start taking Tuesday afternoons off. Hill also

renewed her driver's license and acquired her Real ID. Luebker just came back from a family visit in Las Vegas.

Adjournment: Canale moved to adjourn. Koeller 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 8:30 p.m.

Respectfully submitted,

John Bradford
Recording Secretary