

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
December 19, 2024**

Call to Order: Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:04 p.m.

Trustees Present: Deborah Canale, Jennifer Hovanec, Pat Hubbard, Dianne Luebker, Wanda Koeller.

Trustees Absent: Steve De La Rosa, Mark McCleary.

Also Present: Sandra Hill, Library Director; Meg Rose, 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 November 25, 2024 Regular Board Meeting: Luebker moved the minutes be approved as revised. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she met with Hill on December 4 to discuss the budget and sign interim checks. On December 9, she attended both the Policy Committee meeting and met with Koeller to develop a list of instructions which can be followed by candidates for Library Trustee positions.

Committee Reports: The Policy Committee will meet on Saturday, January 11. Hill will discuss potential dates for a 2025 Finance Committee meeting with McCleary.

Report of the Treasurer: Hubbard stated that McCleary had reviewed the check register for December 2024 in the amount of \$102,840.53 and all was in order.

Approval of bills/check register for December 2024 (FY 2024) \$102,840.53: Luebker moved to approve the check register for December 2024 in the amount of \$102,840.53. Hovanec 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 that the next Finance Committee meeting will include addressing revisions to the Wage and Salary Chart and the 2024 amended budget. Hill pointed out that there is a shortfall of approximately \$4000 on property taxes, so that revenue line will need to be adjusted. The library has received donations that have been used to purchase Stay Sharp Kits for Seniors and a GlowForge for patron use.

RAILS News: Hovanec indicated that interviews have been conducted for an open Trustee position on the RAILS Board. She also reported on issues faced by the Downers Grove Library in working with the Village of Downers Grove and by both the Highland Park Library and Northbrook Library over challenges from the ACLU over meeting room policies.

Legislative Update: Luebker and Hill attended the Village of Villa Park Board meeting last week and noted that the tax levy passed. Hubbard, Luebker, Krettler, and Hill attended the Legislative Breakfast.

Professional Development: Koeller attended a webinar presented by Illinois Libraries Presents, which featured Raina Telgemeier, author and illustrator of the graphic novels *Smile*, *Drama*, *Sisters*, *Ghosts*, and *Guts*, all #1 New York Times bestsellers.

Report of the Friends of the Library Liaison: Luebker reported that the St. Nick's Mart was a success, with over 400 attendees. The Spring Craft & Vendor Fair has been scheduled May, 2025. The Lou Malnati's coupon fundraiser brought in about \$600. The Friends are working on preparations for the February Cocoa Crawl. Future events, including a Trivia Night and a fundraiser at Dave and Busters, are in the works.

Report of Gifts and Programs Sponsorships: There were two donations in the month of December.

Correspondence: A certificate was received from Toys for Tots thanking the library for serving as a collection point once again this year.

Letters to Departing Staff Members & Thank You Letters: None.

Deputy Director Report:

Rotary:

- Krettler has been attending the weekly Rotary meetings held from 12:15-1:15 p.m. at Crazy Pour. The Annual Holiday Dinner & Auction was held on Tuesday, December 3 from 6-8:30 p.m. at Allegra Banquets of Villa Park. It was a very successful event. We had 57 attendees this year. Plans are now underway for a Trivia Night to be held in the Spring.

Program/Event Planning:

- The Friends held another successful St. Nick's Mart on Saturday, December 7. There were just over 400 attendees to the event. Friends member Shannon Carroll is a pleasure to work with on this event.
- Krettler is working on plans for the Welcome Baby Resource Fair scheduled for Saturday, January 18, 2025 from 12-3 p.m. At this time, we have 26 non-profit groups and organizations planning to attend this event.
- Plans are underway for the third annual Cocoa Crawl which will be held on Saturday, February 8, 2025. We have three businesses who have filled out the interest form to date. Krettler made a Cocoa Crawl display in the Youth Services display case just across from the first-floor Service Desk to promote the event.

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.
- 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 Monday, November 25.
- Krettler sat in on Acquisitions Assistant interviews with John Bradford the week of December 9. There were five candidates who were interviewed throughout the week.
- Krettler attended the Friends of the Villa Park Library meeting on Wednesday, December 11 from 7-7:30 p.m. Krettler left at 7:30 p.m. to assist staff at the second-floor Service Desk.

Workshops/Training:

- None attended this month.

Outreach Van:

- Michelle Hoffmann and Krettler picked up the van from Highland Vans in Elk Grove Village on Wednesday, December 4. Pictures of the upfitting are attached to this report. We look forward to getting the van back on the road!

Staff Updates:

- We currently have a Page position open. Hoffmann and Krettler will begin interviewing after the New Year. The position has been posted.

Library Director's Report:**Board:**

- Staff will work on procedures and publicity for the Notary Service and Automated Locker Hold revision in January.
- Hill will work with a towing service after Christmas. Administrative staff have started investigating options.
- The Village Finance Department is short three staff members, so both billing and new employee healthcare signup have been delayed. However, healthcare signup was completed last Thursday.
- Hill downloaded the 2024 Compensation Survey from HR Source to start analyzing the library's compensation program with other libraries/participants.

Staff:

- John Bradford and Krettler have interviewed several candidates for the open Acquisitions position. The candidate who has been hired has experience with SirsiDynix, and will start in January.
- There is a Page position open in Circ/Outreach Department. Applications are being accepted.

Strategic Plan Update:

- Staff received an update from the architects which has been reviewed. Hill needs to reply with some deletions and additions to the scope of work. Harwood is not available until after the new year. Eric Penney and Don McKay will be retiring from Sheehan Nagle Hartray at the end of December.

Kiwanis/Rotary/Lions/Chamber/Tri-Town/Other Outreach:

- The Rotary Holiday Dinner was held on December 3. The club garnered approximately \$3022.62 plus two donations amounting \$150.00 for the boot and shoe drive. We are still working on a date and location for a Trivia Night.
- The Lions Club donated toys to York Township which will be distributed. Sean Birmingham and Jean Jansen attended.

Services:

- Hill and Jansen attended the VPECC (Early Childhood Collaborative) on Thursday, December 5. Hill and Krettler will meet with the director of the Tri-Town YMCA on December 16 to discuss the ECC's possible use of grant money to support the Baby Resource Fair.
- Hill and Krettler assisted the Village's Leadership Academy on December 12.

Friends:

- The Friends will be doing a Dave and Buster's fundraiser starting in February (through April).
- St. Nick's Mart went well.

Building Update:

- The Mersive hardware and televisions were installed in two study rooms. Staff will receive training for this new technology on December 17.
- Hill and Michael McMahon will be working with Mark Roe at the Furniture Company on the improvements to the 2nd floor Conversation Zone.
- The van is back in town and has been put to work. Special book carts will be added to the van. The list of drivers has been updated and provided to the insurance company.

New Business:

Discussion of Oakbrook Terrace Agreement. *The annual agreement is scheduled for approval at the February 26, 2025 Board Meeting:* A discussion was held on the Oakbrook Terrace Agreement.

Library Closings December 2025: Discussion and Approval of Library Closings for 2025: A discussion was held about the Library Closings for 2025. The staff holiday party closing date of December 12 was added to the list of closings. Luebker moved the Library Closings for 2025 be approved. Hovanec seconded the motion. The motion carried on voice vote.

Unfinished Business:

Discussion of Per Capita Grant Application: A discussion was held about the Per Capita Grant Application.

Planning of Future Meetings: Hubbard reported the next regular Library Board meeting would be held on Wednesday, January 22, 2025 at 7:00 p.m. The next Policy Committee meeting will be held on Saturday, January 11, 2025. The Finance Committee will meet on January 20, 2025 at 9:30 a.m.

Around the Table/Library Trustees' Reports:

Koeller reported that she is seeing *Wicked* again. Hovanec is going to tea at the Peninsula Hotel, starting a new holiday tradition. Hill is also starting the new holiday tradition of going to Mandarin House for Christmas dinner. Hubbard wished everyone a happy holiday season.

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 8:30 p.m.

Respectfully submitted,

Meg Rose
Recording Secretary