

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 23, 2025**

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

Trustees Present: Mark McCleary, Deborah Canale, Wanda Koeller, Laura Leishman, Dianne Luebker

Trustees Absent: Erin Payton, Jennifer Hovanec

Also Present: Sandra Hill, Library Director; Gisela Parker, Recording Secretary

Introduction of Visitors: Allison Kmen and Ryan Kuta from Lauterbach and Amen

Annual Financial Report Presented by Allison Kmen and Ryan Kuta, Lauterbach and Amen: Kmen discussed information found on pages 4, 18, 17, 30, and 46, and on the Management Letter of the Annual Financial Report. Discussion ensued on the following issues: the GASB34 direction of treating library books as assets; depreciation schedules for books and computers; charges for services and Oakbrook Terrace fees; and the purchase request process.

Kmen and Kuta left the meeting after the discussion was concluded.

Discussion of Revisions and Amendments to Agenda: None

Approval of the Minutes of the June 25, 2025 Regular Board meeting: McCleary moved to approve the minutes as presented, Canale seconded. The motion carried on voice vote.

Report of the Board President: Luebker stated that the Villa Park Fourth of July parade was very successful and was used as an opportunity to celebrate Hill's 50 years at the library. She thanked the volunteers that have assisted with the summer concerts put on by the Villa Park Parks and Recreation Department and the Kiwanis Club of Villa Park. Luebker mentioned in June, the library received a petition about their LGBTQIA+ displays that received 22 signatures from Villa Park, Lombard, Oakbrook Terrace, and Los Angeles, CA. She indicated that the library's response and overall handling of the situation was done well.

Committee Reports:

- **Policy Committee:** The Policy Committee will meet on July 26 at 9:30 am to discuss changes to the library card policy and updates to the employee handbook.
- **Finance Committee:** The Finance Committee met on July 19 and reviewed the audit. A meeting to examine the budget will be scheduled

Treasurer's Report: Canale stated that she had reviewed the July 2025 check register in the amount of \$57,868.88 and all was in order.

Approval of bills/check register for July 2025 (FY 2025) of \$57,868.88: Canale moved to approve the check register for July 2025 in the amount of \$57,868.88. McCleary seconded the motion. A Roll Call vote of the members in attendance was taken. Yes: 5; No: 0; Abstain/Present: 0. The motion carried.

Financial Reports: A discussion was held about Oakbrook Terrace fees. Hill indicated that the contract with Oakbrook Terrace may be renegotiated. Hill also alerted the board that there are ongoing issues with the Konica/Minolta invoice that are being addressed by Jeff Sand. Hill also noted that the Village is behind on employee health insurance which affects library employees; however, the library will not face any penalties.

RAILS News/Legislative Update/Professional Development: Hill attended an AI workshop and noted that the library staff will need training in this area.

Report of the Friends of the Library Liaison: Leishman reported that there was no Friends of the Library meeting in July. She did note that she had volunteered for one of the summer concerts and that the Friends had placed an order for more tote bags. The Friends will sponsor the Movie at the Park event immediately after the Summer Reading Program Finale on August 8, as well as the Movie in the Park program on September 12. Leishman also reminded everyone of the Portillo's fundraiser on August 6.

Report of Gifts and Programs Sponsorships: None

Correspondence / Letters to Departing Staff Members/Thank You Letters: Hill stated that a letter had been sent to Heidi Geatros, who retired on July 3 after more than sixteen years at Villa Park Public Library. A small party was thrown for Geatros. Hill also reported that the library had been awarded an Illinois Public Library Per Capita grant of \$32,873.

Library Director's Report:

Board:

- The Policy Committee will meet on Saturday, July 26, at 9:30 am.
- Finance Committee met on Saturday, July 19, and reviewed the audit and discussed the library's investments.
- TKE Elevator Company reimbursed the library for a couple of months of service. We had cancelled the service contract in April 2025. The TK elevator was added to the Colley Elevator agreement. There will be an elevator stress test performed on August 4.
- In the Board packet was included a spreadsheet which outlined project costs. The spreadsheet incorporates the estimated project costs performed by CCS and the Building Team's recommendations to reduce the scope of the work.
- Staff have continued to review of the Emergency Response Plan.
- The Staff In-Service Day will include active shooter training.

Staff:

- Jessica Browne has rejoined our staff as a part-time Circulation/Outreach Assistant.

- Staff offered the Early Childhood Coordinator position to a very qualified candidate; however, said candidate ultimately declined the job for personal reasons. Staff will revise the job description and repost the position.
- Jean Jansen is in the process of offering Youth Services Associate position to a qualified candidate.
- Former staff member, Dolores Schweppe, passed away on June 28, 2025. She was the staff member that initially hired Hill at the library. Dolores' daughter and son sent donations in her memory to the library. Their \$320 gift will be used to purchase mysteries, which Dolores loved.

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

- Lions Club members, Birmingham and Jansen are working on the banking for the Villa Park Lions Club. Jansen is the new treasurer for the Lions Club.
- Kiwanis concerts are underway. On July 10, two Kiwanis members gave out books to children who were visiting the library that day.
- The Executive Director of the TriTown YMCA, Sarah O'Donnell, has found another position. Their Board is interviewing candidates to replace her.
- Hill will attend the Villa Park Historical Society Board meeting.

Services:

- The next issue of *The Resource* was sent to the printer during the week of July 14.
- Parker worked with Daniel Pellecer to initiate monthly outreach visits to Despertar Latino.
- Jansen and Parker were contacted by the Morton Arboretum to staff a table at the Arboretum's Anime Night. Mallorie Bromer and Parker will be at the event.
- Staff will be working with Weblinx on the upgrade to the library web site. The web team will meet soon.
- The library will host a blood drive on July 24. Hill noted that participation in blood drives has been increasing.
- Hill presented before and after photos of the library's new bilingual labels for children's materials that use both English and Spanish.

Friends:

- The library greatly appreciates the Friends helping out staff at outreach events!

Building Update:

- Staff met with the architects and engineers to start the process of the project. Sand provided the architects with existing building plans. Hill contracted with Gentile & Associates to have a survey completed of the area of the library required by the engineer. This survey has been approved.
- Michael McMahon and Danny Castillejo have been doing a great job with the landscaping and plantings this year. McMahon has discussed trimming of some shrubs with Bear Landscaping.
- Cummins did a check on the generator. We will need to monitor for a leak.

- Hill placed an order for 3 task chairs and 2 stools: one for a new staff location and four replacements.

Day to Day Stuff:

- Staff In-Service Day is Friday, August 15.

Koeller asked if the library could display works by a local artist. Canale suggested offering the artist a spot in the Friends of the Villa Park Library's upcoming vendor fair (St. Nick's Mart) in December.

New Business:

Approval of the Annual Financial Report for the Year ended December 31, 2024

McCleary moved to approve the Annual Financial Report. Koeller seconded. A Roll Call vote of the members in attendance was taken. Yes: 5; No: 0; Abstain/Present: 0. The motion carried.

Unfinished Business: None.

Planning of Future Meetings: The next Board meeting will take place on August 27.

Around the Table/Library Trustees' Reports: McCleary apologized for missing the June Board meeting. Koeller will attend Pierogi Fest in Whiting, Indiana. Leishman is looking forward to a trip to Disney World that she will take with her entire family. Hill stated that she will likely be off August 21-25. She also stated that she is considering getting tickets for the David Byrne concert at the end of October. Hill also mentioned that there had been no Village department head meeting that past week. Luebker's Shawnee pottery collection is featured on page 2 of the most recent *Whistlestop*, the Villa Park Historical Society's newsletter.

Adjournment: McCleary moved to adjourn. Canale seconded the motion. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:12 pm.

Respectfully submitted,

Gisela Parker
Recording Secretary