

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
August 27, 2025**

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

Trustees Present: Dianne Luebker, Mark McCleary, Jennifer Hovanec, Laura Leishman, Erin Payton, Wanda Koeller

Trustees Absent: Deborah Canale

Also Present: Sandra Hill, Library Director; Jean Jansen, Recording Secretary

Public Participation: None

Introduction of Visitors: None

Discussion of Revisions and Amendments to Agenda: None

Approval of the Minutes of the June 21, 2025 Policy Committee Meeting: McCleary moved to approve the minutes as presented. Koeller seconded. The motion carried on voice vote.

Approval of the Minutes of the July 19, 2025 Finance Committee Meeting: McCleary moved to approve the minutes as presented. Hovanec seconded. The motion carried on voice vote.

Approval of the Minutes of the July 23, 2025 Regular Board Meeting: McCleary moved to approve the minutes as presented. Koeller seconded. The motion carried on voice vote.

Approval of the Minutes of the July 26, 2025 Policy Committee Meeting: McCleary moved to approve the minutes as presented. Payton seconded. The motion carried on voice vote.

Report of the Board President: Luebker reported that she participated in the Friends' fundraiser at the Dine-Out at Portillo's on August 6, 2025. She also attended the District #88 Breakfast on August 7 with Hill and Leishman. On August 8, she attended the library's Summer Reading Program Finale event at Cortesi Park, followed by the Movie in the Park event. The evening was very well-attended. On August 11, she met with members of the Finance Committee. She also reported the recent death of Bill Nolden, longtime library patron and supporter.

Committee Reports: The Policy Committee will meet on August 30 to work on the Employee Handbook. The Finance Committee will meet on September 15 to work on the drafts of the budget and the tax levy request.

Treasurer's Report: None; Treasurer absent

Approval of bills/check register for August 2025 in the amount of \$178,728.21: McCleary moved to approve the check register for August 2025 in the amount of \$178,728.21. Koeller seconded the motion. A roll call vote of the members in attendance was taken. Yes: 6; No: 0; Abstain/Present: 0. The motion carried.

Financial Reports: Hill is working with Susie Mika at the Village on the Personal Property Replacement Tax (PPRT). Hill also mentioned that shifts in banking are under review to determine how to have a higher interest rate on its accounts.

RAILS News/Legislative Update/Professional Development: Hovanec reported on two bills affecting libraries. Public Act 104-0056, signed into law on August 1, 2025 and effective on January 1, 2026, amends the Local Library Act to require that all "libraries open to the public" maintain a supply of opioid antagonists for use in assisting individuals experiencing an opioid overdose. This means that the library must have staff trained to use NARCAN (naloxone) available whenever the library is open. The second bill concerns public library non-resident card fees and is not yet signed. It would allow for non-resident library card fees to be paid on either a biannual or quarterly basis, as determined by each library's Board, rather than the annual basis which is the current requirement and sole option. Payton reported that a bill which was recently signed into law concerning library security and safety may open up possibilities and offer opportunities for grants to acquire more security cameras for the library.

Report of the Friends of the Library Liaison: Leishman reported that the Portillo's Dine-Out on August 6 was very successful, earning around \$600 for the Friends. The evening of Friday, September 12 will be Movie in the Park at Cortesi Park, sponsored by the Friends. Coming up is the Dave & Buster's Power Card Fundraiser which runs from October 1 through December 31, and the Lou Malnati Coupon Fundraiser from November 3-16. Vendor applications for St. Nick's Mart will be made available soon. National Friends of the Library Week is scheduled for October 19-25.

Report of Gifts and Programs Sponsorships: Hill shared that the library has received \$500 from the Rotary Club of Villa Park, and a number of donations in memory of former staff member Delores Schweppe, who passed away in May 2025.

Correspondence / Letters to Departing Staff Members & Thank You Letters: Hill reported that a letter was sent to M.J. Frank, who retired after working for the library for several years.

Library Director's Report:

Board:

- The Policy Committee will meet on Saturday, August 30 at 9:30 am.
- The Finance Committee met on Saturday, August 11 and reviewed the draft levy and draft budget which will be presented for discussion on September 15 at 6 p.m. The Committee also discussed banking and investments.
- Staff continue to review of the Emergency Response Plan. The discussion during Staff In-Service Day will drive some changes to the existing plan.

- Hill and Carolyn Turner will meet with a BMO representative in September.
- Staff will start reviewing the new standards from the Illinois Library Association.

Staff:

- M.J. Frank left our employment on August 20. Some of her hours will be distributed to Lane Thaelcke. John Bradford will post a job as Acquisitions Assistant for the remaining hours.
- Staff reposted the Early Childhood Coordinator position.
- Ramsha Raees is the new Youth Services Associate replacing H. Geatros.
- Some staff are taking vacation now that summer programs have concluded.
- Colleen Ryan is leaving her Page position in September. Caleb Acosta has been hired as her replacement.
- New legislation will require additional staff to take Narcan training.

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

- Kiwanis is gearing up for peanut sales in September. Rotary have started work on the Night Golf event.
- Jansen is the treasurer for the Lions Club.
- TriTown YMCA continues to look for a new director.
- Gisela Parker and Mallorie Bromer attended the Anime evening at Morton Arboretum on August 21.
- Staff will attend two events on Saturday, September 13: Super Sensational Saturdays and Frida Fest at Schaefer.
- The library was invited to attend the Fire Department's Open House on October 11.
- Autumn Jubilee at the Historical Society is scheduled for Saturday, October 18.

Services:

- Summer Reading Finale went well with approximately 220 patrons in attendance, with Approximately 172 attending the movie that followed. The next Movie in the Park is on September 12.
- The winter issue of *The Resource* will feature a history corner which will highlight Barbara Weiss, the first editor of a library newsletter and Meredith Meder's mother.

Friends:

- The Friends' Portillos fundraiser garnered over \$600.
- Staff will meet with the Friends to review the checklist for the St. Nick's Mart event.
- Friends will sponsor the Giving Tree in the front lobby again this year. Based on Board members' comments, native plants may be included as donor items.

Building Update:

- Staff met with Amy Schmieding from Sheehan Nagle Hartray who recommended the library hire a construction manager to bid the project and oversee the construction work. Hill reached out to the Village and they provided a sample Request for Proposal. Staff will be working on a draft RFQ.
- Staff will investigate reupholstery of the treehouse in Youth Services.

- Michael McMahon and Jeff Sand will be ordering a new relay for some lighting in Youth Services.
- The backflow devices have been tested and Absolute Fire Protection will provide an update.
- Hill placed an order for 1 task chairs and 2 stools: one for a new staff location and two replacements.
- Bradford Systems are tentatively scheduled to deliver new cabinets for the vending area and the Youth area later in August.

Day to Day Stuff:

- Staff In-Service Day went well. The day included active shooter training, fire drill, tornado drill, director update on activities, book discussions, and department meetings.
- The Finance Committee discussed the Tax Levy process. Hill found RAILS had provided some training: <https://railslibraries.org/education/archives/121299>

New Business:

- ***Disposal of Library Furniture and Equipment.*** Staff would ask the Library Board to dispose of obsolete, unneeded, and/or damaged furniture and equipment consisting of one water table, one shredder and one electronic coin sorter. McCleary moved to approve the items as listed; Koeller seconded the motion. A roll call vote of the members in attendance was taken. Yes: 6; No: 0; Abstain/Present: 0. The motion carried.
- ***Approval of the revisions to Policy 701 / Circulation, Library Card Registration.*** The Policy Committee would recommend approval of the revised policy. McCleary moved to approve the revisions. Leishman seconded. The motion carried on voice vote.
- ***Discussion of FY 2026 Tax Levy and Library Budget.*** As the Board has new members, the tax levy process and budget process were reviewed, as was the concern that the CPI (Consumer Price Index) remains lower than anticipated at this time. Differences in the process of levying and budgeting for libraries in home rule communities as compared to libraries which exist as a district in a community was also explained.

Unfinished Business: None

Planning of Future Meetings: The next Board meeting is on September 27. Sean Birmingham is scheduled to serve as Recording Secretary.

Around the Table/Library Trustees' Reports: McCleary said that he will be having surgery on his arm next week. Koeller reported that she had attended many park concerts this summer at Cortesi Park and Ruggard Gazebo. Payton shared that her ten-year-old son had gotten his first library card earlier that day. It is starting to be her busy season at work now with frequent fundraiser walks. She is also traveling a great deal. Leishman said that she had recently visited Walt Disney World with her family and a scrapbooking expo on her own. She looks forward to traveling with her husband by train to New York for a wedding soon. Hovanec shared that she will be traveling to Maine, New Hampshire, and Vermont in the near future. She just finished reading her 110th book this year and hopes to be able to finish 150 in total by the year's end.

Luebker's best friend is in town and they have been having a blast, visiting the Mayslake Peabody estate as well as the Lizzadro Museum in Oakbrook, among other activities.

Adjournment: McCleary moved to adjourn the meeting. Koeller seconded. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:22 pm.

Respectfully Submitted,

Jean Jansen
Recording Secretary