

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
September 24, 2025**

Roll Call and Establishment of Quorum: Dianne Luebker called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:04 p.m.

Trustees Present: Deborah Canale, Dianne Luebker, Jennifer Hovanec, Laura Leishman, Erin Payton

Trustees Absent: Mark McCleary, Wanda Koeller

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary

Public Participation: None

Introduction of Visitors: None

Discussion of Revisions and Amendments to Agenda: None

Approval of the Minutes of the August 11, 2025 Finance Committee Meeting: Hovanec moved to approve the minutes as presented. Canale seconded. Motion carried on voice vote.

Approval of the Minutes of the August 27, 2025 Regular Board Meeting: Canale moved to approve the minutes as corrected. Payton seconded. Motion carried on voice vote.

Approval of the Minutes of the September 15, 2025 Finance Committee Meeting: Canale moved to approve the minutes as presented. Leishman seconded. Motion carried on voice vote.

Report of the Board President: Luebker reported she met with Hill, Pat Hubbard, and Ellen Jurkonis to discuss Hill's 50th Anniversary Open House. She attended the Friends meeting on September 10, the Movie in the Park on September 12, the Finance Committee meeting on September 15, the District 88 Gathering at the Grapevine on September 20, and met with Canale and Carolyn Turner to review the Purchase Journal. She also volunteered at the Friends' sewing class on September 23.

Committee Reports: The Policy Committee meeting was rescheduled to September 27 to work on the Employee Handbook and other policies. The Finance Committee will meet on October 1 to discuss the levy, budget and answers from BMO Harris and Sikich.

Treasurer's Report: The Treasurer's Report was reviewed.

Approval of bills/check register for September 2025 in the amount of \$101,077.63: Canale moved to approve the check register in the amount of \$101,077.63. Leishman seconded the motion. After some discussion a roll call vote of the members in attendance was taken. Yes-5; No-0; Abstain/Present-0. Motion carried.

Financial Reports: The Monthly Investment Report for August 2025 and the Tax Distribution Report was at each trustees' place.

RAILS News/Legislative Update/Professional Development: Hovanec reported she is on the Universal Services Committee at RAILS. She indicated Governor Pritzker signed the non-resident fee card which enacts a six-month or quarterly fee option as well as several employment laws. Trustee training is ongoing. The date for the Legislator Meet-Up in Oak Brook will be either on November 29 or December 2. It was the consensus of the Board that Payton would report on legislative issues relating to DuPage County, York Township, and the Village of Villa Park. Leubker remarked there was a Robert's Rules of Order workshop on September 27.

Report of the Friends of the Library Liaison: Leishman reported the Friends have 33 members, had a balance of \$22,514, and had donated \$1000 to sponsor September Library Card Sign Up Month giveaway. The Friends will have a display in the Youth Services display case highlighting the Dave & Busters, and Lou Malnati's fundraisers, the Giving Tree, St. Nick's Mart, and trivia with the Rotary Club in February.

Report of Gifts and Programs Sponsorships: The report was discussed earlier under Financial Reports.

Correspondence / Letters to Departing Staff Members & Thank You Letters: Hill reported a letter was sent to Colleen Ryan.

Library Director's Report

Board:

- Policy Committee meeting was rescheduled for Saturday, September 27 at 9:30 a.m.
- Finance Committee met on September 15 and reviewed the draft levy, draft budget, the investment report, and the resolution to transfer dollars to the special reserve. The next meeting of the Finance Committee is October 1 at 6 p.m.
- Staff have continued the review of the Emergency Response Plan.
- Hill and Turner had a virtual meeting with Brian LeFevre from Sikich. Hill and Turner will be meeting with the BMO representative in September.
- Staff will start reviewing the new standards from the Illinois Library Association.
- Suzanne Beaudry from Argonne reached out to indicate that the CROCUS data collection program is being discontinued; however, a partnership with a university may be possible.
- Hill and Turner are working on a separate budget worksheet for the building project. Per Sikich, the tax levy and operating budget can be approved separately and submitted to the Village. We can follow up with the Village on this separate budget.

Staff:

- Interviews for the Early Childhood Coordinator position are being conducted.
- Lizzy Cerny is leaving our employment to focus on studies. The Page position will be posted.
- Some staff have completed the Narcan training.
- Sand is working on the Technology Plan. It will be presented to the Board at the October meeting.

- John Bradford is working on moving our primary book ordering to Ingram. Youth books are currently being ordered through Libraria.

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

- Peanut sales started on September 19. Kiwanis and Rotary are working on the Night Golf event.
- Hill met with Tim Howe at Parks & Recreation. Hill will be asking the Friends to purchase a Little Free Library for the new Recreation Center. In addition, Hill will work with the Friends to fundraise for a story stroll at North Terrace Park.
- The ribbon cutting for the new park facilities at the Recreation Center on Wildwood will be Thursday, September 25.
- TriTown YMCA continues to look for a new director.
- Hovanec and Hill will attend the Fire Department's Open House on Saturday, October 11 from 12-3 pm.
- Autumn Jubilee is scheduled for Saturday, October 18 from 11 am to 5 pm near the Historical Society.

Services:

- Approximately 80 residents attended the Movie in the Park held on September 12.
- The winter issue of *The Resource* will feature a history corner, "Bookmarking the Past". Barbara Weiss, Meredith Meder's mother, was the first editor of a library newsletter. We took her photo on September 5—it was fun to take a photo of Barb with Meredith.
- Aurora Slinkman will be taking the photo of Leonard Lasko's daughter next to the Metamorphosis statue for the spring issue of *The Resource*.

Friends:

- Staff met with Shannon from the Friends to review deadlines and the checklist for the St. Nick's Mart event.
- Friends will sponsor the Giving Tree in the front lobby again this year.

Building Update:

- Michael McMahon is working with a vendor for an estimate to change the tiles on the main stairway and hoping to save the riser on the stairs.
- The architects and the attorney have reviewed the RFQ for the Construction Manager. Special meeting of the Board may prove beneficial.
- Sand is checking with VP Electric for the new relay for some lighting in Youth Services.
- Hill placed an order for 1 task chair and 2 stools: one for a new staff location and two replacements. Hill reached out to the vendor to check on shipping.
- Bradford Systems delivered and installed the new cabinets for the vending area and the youth area.
- Six staff members have been recruited for the Sustainability Committee which will revive the Sustainability Plan.
- Go Green Villa Park is meeting at the library on October 16.

New Business:

Approval of Library Closing on December 6 at 2 p.m.: Leishman moved to approve the closing of the library at 2 p.m. on December 6 to allow for setup of St. Nick's Mart. Hovanec seconded. The revised motion carried on voice vote.

Discussion of FY 2026 Tax Levy: The levy reflects a 4% increase although the increase will most likely be the CPI of 2.9%.

Discussion of FY 2026 Library Budget: There was some discussion on the proposed FY 2026 Budget.

Discussion of Resolution 20251022 authorizing the transfer of \$200,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund: There was some discussion of Resolution 20251022 authorizing the transfer of \$200,000 from the Unassigned Fund Balance to the library's Special Reserve Fund. Hill will bring back to Board in October for approval.

Unfinished Business: None

Planning of Future Meetings: The next Policy Committee Meeting is on September 27. The next Finance Committee Meeting is on October 1. The next Regular Board Meeting is on October 22.

Around the Table/Library Trustees' Reports: Canale will attend a cheer competition on October 4. Payton was in Washington DC for Madd's 45-year anniversary and will be traveling for work. Leishman attended a leadership conference and won District 88 season passes at a D88 fundraising event. Hovanec attended and reported on her and Hill's ILA presentation. Birmingham commented on his book discussion group at the library. Hill indicated her dog, Maverick, got skunked. Luebker reported she has been attending to her grandson's football games.

Adjournment: Leishman moved to adjourn the meeting. Canale seconded. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:40 pm.

Respectfully Submitted,

Sean Birmingham
Recording Secretary