

**VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES**  
**Policy Committee Meeting Minutes**  
**Location: Villa Park Public Library (Board Room)**  
**September 27, 2025 @ 9:30 a.m.**

**Call to Order:** Koeller called the meeting to order at 9:32 a.m.

**Trustees present:** Jennifer Hovanec, Wanda Koeller, Erin Payton.

**Trustees absent:** None.

**Also present:** Sandra Hill, Library Director.

**Introduction to Visitors:** None.

**Public Participation:** None.

**Additions/Revisions to the Agenda:** Policy 756: Circulation/Nonresident Cards

**Policy Discussion:**

The Committee discussed these policies:

- Policy 525, Use of the Telephone by Patrons (send to Board for approval)
- Policy 731, Schedule of Fees (Staff need to update cost of items)
- Policy 310, Purchasing Policy (send to Board for approval)
- Policy 317, Capital Asset Policy (send to Board for approval)
- Policy 756, Nonresident Cards (more research by staff on veteran cards)

Employee Handbook: The committee continued to discuss revisions to the 400s, Personnel Policies which are being incorporated into a new employee handbook. These policies were reviewed by HR Source.

**Planning of Future Meetings:** The next Policy Committee meeting date will be Saturday, November 1 at 9:30 a.m.

**Around the Table:** None.

**Adjournment:** The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary