

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
October 22, 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 7:00 p.m.

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

Trustees Absent: Jennifer Hovanec

Also Present: Sandra Hill, Library Director; Karen Marnell, Recording Secretary

Public Participation: None

Introduction of Visitors: None

Discussion of Revisions and Amendments to Agenda: None

Approval of the Minutes of the October 1, 2025 Finance Committee Meeting: McCleary moved to approve the minutes as presented. Leishman seconded. The motion carried on voice vote.

Approval of the Minutes of the September 24, 2025 Regular Board Meeting: McCleary moved to approve the minutes. Canale seconded. The motion carried on voice vote.

Approval of the Minutes of the September 27, 2025 Finance Committee Meeting: McCleary moved to approve the minutes as presented. Canale seconded. The motion carried on voice vote.

Report of the Board President: Luebker reported she attended a zoom training for Robert's Rules of Order. She also met with Ellen Jurkonis, Pat Hubbard and Sandy Hill to discuss Hill's anniversary celebration. Luebker and Hill attended board meeting at the Historical Society They discussed partnering with the Historical Museum on future programming. Luebker also mentioned the village's initiative to bring #321 train car to Villa Park.

Committee Reports: Policy committee will meet on November 1, 2025

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

Approval of bills/check register for October 2025 in the amount of \$108,704.56: McCleary moved to approve the check register in the amount of \$108,704.56. Canale second the motion. After some discussion a roll call vote of the members in attendance was taken. Yes: 6; No 0; Abstain/Present: 0 The Motion carried.

Financial Reports: The Account Variance report was discussed.

RAILS News/Legislative Update/Professional Development: Payton mentioned that the liquor license fees are increasing in Villa Park. They have not been increased for a very long time. Commissions in Villa Park are also being revamped. There is a special Town Hall meeting scheduled at the Recreation Center on December 12. Some members of the board will attend. There is a legislative meetup on December 2 in Oak Brook. Luebker reported that she and Leishman attended Trustee day at the ILA conference. There will be a community meeting at Jefferson Middle School to discuss District 45 finance issues.

Report of the Friends of the Library Liaison: Leishman reported on the Friends Giving Tree and use of the display case in November. Friends will gather here to decorate the display cabinet on the first floor to advertise some of the programs that are done during the year. Lou Malnati and Dave & Buster's fundraisers will be in November. Leishman reported Shannon Carroll leads the efforts on St. Nick's Mart. Twenty vendors have already signed up.

Report of Gifts and Programs Sponsorships: There were donations of \$5465 (Friends) and \$125 (in memory of Shirley Boke and Nancy Davis).

Correspondence / Letters to Departing Staff Members & Thank You Letters: There were no cards sent. Shirley Jensen participated in the local Crop Walk and was highlighted in the local newspaper. Payton discussed kudos cards could be given to staff members that receive praise or go above their normal job as well as on anniversaries.

Library Director's Report:

- Property tax receipts have been shifted to the library's IPrime account. BMO has indicated they would pay 2% on the library's money market.
- Carolyn sent a general ledger report to the finance department of the village to use as backup documentation for the library's IMRF payments.
- J. Sand is working on the Emergency Response Plan.
- The Fire Chief expressed interest in having a Little Free Library at each fire house.
- Hill will schedule orientation training for evening and weekend staff that are not here during the day.

Staff:

- Talia Treece will be starting next week as the Early Childhood Coordinator position.
- Caleb Acosta and Tim Candlish have been hired to fill the open page positions.

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

- The ribbon cutting at the Recreation Center on Wildwood was Thursday, September 25 and attended by Payton and Hill.
- TriTown YMCA now has a new director.
- Autumn Jubilee was Saturday, October 18 from 11 am to 5 pm. The location was near the Historical Society. Luebker, Payton, and Parker attended.
- Halloween Happenings was attended by two staff members.

Friends:

- The Friends are working on the St. Nick's Mart event.
- Friends discussed the Giving Tree in the front lobby. Plants will be included in items that can be donated.

Building Update:

- There are four firms that responded to the Library's RFQ for construction management services.

New Business

Policy Committee Report:

Approval of Revisions to Policy 310 / Administration: Purchasing Policy:

McCleary moved to approve the revisions on Policy 310, Payton seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 317 / Administration: Capital Asset Policy:

McCleary moved to approve the revisions on Policy 317, Leishman seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 525 / Building Use: Use of the Library Telephone by Patrons:

McCleary moved to approve the revisions on Policy 525, Payton seconded the motion. The motion carried on voice vote.

Discussion and Approval of Library Board Meeting Schedule for 2026 and early 2027:

McCleary moved to approve Library Closings for 2026 and early 2027 schedule, Leishman seconded the motion. The motion carried on voice vote.

Approval of Technology Plan for FY 26-28:

McCleary moved to approve the Technology Plan for FY 26-28, motion was seconded by Canale. Motion was carried by voice vote.

[President Luebker appointed McCleary as Secretary Pro-tem].

Disposal of Library Furniture and/or Equipment: Staff requested disposal of one Hon office armchair and two SitOnIt counter height task stools. Motion was made by McCleary to dispose of listed items, seconded by Canale. Roll call vote was taken. 6-YES 0-NO

Unfinished Business:

Approval FY Tax Levy:

McCleary moved to approve the 2026 Tax Levy, motion was seconded by Koeller. Roll call vote 6-YES 0-NO

Approval of FY Library Budget:

McCleary moved to approve the FY 2026 Library Budget, motion was seconded by Koeller. Roll call vote 6-YES 0-NO

Approval of Resolution 20251022 authorizing the transfer \$200,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund:

Motion made by McCleary to Approval of Resolution 20251022 authorizing the transfer \$200,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund. Roll call vote 6-YES 0-NO

Planning of Future Meetings:

The Policy Committee will meet on Saturday, November 1, 2025 at 9:30 a.m.

The next Regular Library Board meeting will be Monday, November 24, 2025 at 7:00 p.m.

Around the Table/Library Trustees' Reports:

McCleary sold his vehicle since he is no longer driving. Koeller paid off her vehicle. Payton was happy she had no weekend travel and was able to stay in town. She made her first 3 point shot in the basketball league she plays in and won the game. Leishman will be teaching a card class at Creative Cards & Crafts. There are two classes in November and one in December. Luebker has only one more football for her Grandson and then they will be done with football for the season. Her Grandson had his first date.

Adjournment: McCleary moved to adjourn the meeting. Leishman seconded, the motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:25 pm.

Respectfully submitted,

Karen Marnell
Recording Secretary