

**VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES**  
**Location: Villa Park Public Library (Board Room)**  
**Regular Meeting / Agenda**  
**November 24, 2025 @ 7:00 p.m.**

**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, Erin Payton, Wanda Koeller

**Trustees Absent:** Jennifer Hovanec, Laura Leishman, Mark McCleary

**Also Present:** Sandra Hill, Library Director; John Bradford, Recording Secretary

**Introduction of Visitors:** Victoria Fitzmaurice

**Public Participation:** Victoria Fitzmaurice spoke on the importance of Native American Heritage Month and encouraged the library to provide relevant programming during November in future years. She suggested inviting local Native American authors to present and highlighted ongoing efforts to repurpose the McKee House on DuPage Forest District land in Glen Ellyn as a Native American museum and cultural center.

**Discussion of Revisions and Amendments to Agenda:** None

**Approval of the Minutes of the October 22, 2025 Library Board Meeting:** Payton moved to approve the minutes as presented. Koeller seconded. The motion carried on voice vote.

**Approval of the Minutes of the November 1, 2025 Policy Committee Meeting:** Canale moved to approve the minutes as presented. Koeller seconded. The motion carried on voice vote.

**Report of the Board President:** Luebker attended the Villa Park Public Library's Jigsaw Puzzle Team Challenge on Sunday, October 26. The Building Committee and the Friends of the Villa Park Library met on November 12. The Friends put up a showcase display on the library's first floor on October 28; this showcase will remain until the end of November. The Chamber of Commerce Coloring Contest is running from November 12 through December 12.

**Committee Reports:** The Policy Committee met on November 1 and reviewed Policies 190, 721, 731, and 756. The next Policy Committee meeting will be held January 10, 2026. The Building Committee met on November 12 and reviewed the Construction Agreement with SMC Construction Services.

**Treasurer's Report:** Canale reported that she had reviewed the check register.

**Approval of bills/check register for November 2025 in the amount of \$194,353.19:** Canale moved to approve the check register in the amount of \$194,353.19. Luebker seconded the

motion. After some discussion, a roll call vote of the members in attendance was taken. Yes: 4; No 0; Abstain/Present: 0. Motion carried.

**Financial Reports:** None

**RAILS News/Legislative Update/Professional Development:** Payton is reading through the 222-page Village budget. A First Amendment/YouTube audit occurred at the Iowa Center. There is a new Villa Park Fest Commission, and five members were appointed by the Village president. A memorandum of understanding was reached allowing the Village to acquire a 1914 Chicago, Aurora, and Elgin train car to be renovated and placed near the Villa Park Historical Society Museum.

Luebker took part in online training from the Illinois Library Association, *Be the Best Trustee You Can Be*, on November 5. Hill will send a link of the recording to trustees. Payton attended a class on Robert's Rules of Order.

**Report of the Friends of the Library Liaison:** The Lou Malnati's fundraiser ended on November 16. The Dave & Buster's fundraiser at Yorktown Mall is ongoing. The St. Nick's Mart will be held at the library on December 6. The Giving Tree will be set up in the lobby on November 28.

**Report of Gifts and Programs Sponsorships:** The library received the following donations: \$100 from the Lions Club; \$1000 in memory of Carole A. Costeas; \$60 from an anonymous donor.

**Correspondence / Letters to Departing Staff Members & Thank You Letters:** None

**Library Director's Report**

**Board:**

- Policy Committee: Committee met on Saturday, November 1—three 700 Circulation Policies are in the board packet. Staff worked on Policy 190, Hours of Operation. The Policy Committee will next meet on Saturday, January 10, at 9:30 a.m.
- The Building Committee met to review the Construction Agreement with SMC Construction Services. They also reviewed the front plaza drawings which will make a section of the plaza (walking path) ADA accessible but because of the grade/incline will add a step for other patrons. Hill confirmed with the architect that this standard step was the way the library should proceed.
- The October 31 property tax distribution was received in the library's iPrime account.
- Staff transferred \$700,000 to the library's Illinois Funds Account.
- The outstanding IMRF transfers to the Village have been completed.
- This check register includes the invoices for the elevator inspections. The certificates will be sent when the invoices have been paid.
- Staff have continued to review of the Emergency Response Plan.
- Draft of the Per Capita Grant application with review of the standards is included in the Board packet. Board review and suggestions are appreciated.

- The Holiday Party for Board, Friends, and staff will be held on Friday, December 12, from 1–5 p.m. We have selected “This Little Light” pantry located on the north side of Villa Park as this year’s giving opportunity. The pantry needs personal care items, including shampoo, deodorant, dish soap, laundry detergent, and feminine products. The Village’s Town Hall meeting is scheduled at 5 p.m. on the same day.

**Staff:**

- Jean Jansen, Gisela Parker, Talia Treece and Hill met to discuss future goals for our early childhood initiatives.
- There are two open positions (Page and Acquisitions Clerk).
- Sean Birmingham, Margaret Balwiercz, Daniel Rafac, and Hill met to discuss Adult programming.

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

- The Kiwanis spaghetti dinner went well. The club collected approximately \$700.00.
- The Rotary Holiday Dinner is scheduled for Tuesday, December 2. Flyer follows.
- TriTown YMCA has a new Executive Director, Sean Nelson.
- Canale and Hill have participated in the D45 community meetings.

**Services:**

- John Bradford continues to work on moving our primary book ordering to Ingram. Staff training on IPage, Ingram’s online interface, will begin in December. Youth and Adult books are currently being ordered through Ingram, Libraria, Barnes and Noble, and Target. Bradford is working with Brodart/McNaughton to establish a new rental “Lucky Day” collection.
- Next issue of the newsletter is out to the printer.

**Friends:**

- Preparations for St. Nick’s Mart are proceeding well.
- Dave & Buster’s Fundraiser is underway and will be sent to the schools for inclusion in their communications.

**Building Update:**

- Staff and the architect conducted interviews for construction manager for the building project. SMC Construction Services was selected as the construction manager. Jeff Sand, Michael McMahon, and Hill met with John Shales and Zach Swanson to discuss the project. They had some practical cost-saving ideas which were brought to the architect to incorporate. In addition, they will meet with Johnson Flooring to discuss the library’s main stairway.
- McMahon is working on cleaning service quotes.
- Anthony Roofing is scheduled for Monday, November 24 for regular roof maintenance.

**New Business:**

*Approval of Revisions to Policy 721 / Circulation: Home Delivery Service:* Payton moved to approve revisions to Policy 721 / Circulation: Home Deliver Service. Canale seconded. The motion carried on voice vote.

*Approval of Revisions to Policy 731 / Circulation: Schedule of Fees:* Payton moved to approve revisions to Policy 731 / Circulation: Schedule of Fees. Koeller seconded. The motion carried on voice vote.

*Approval of Revisions to Policy 756 / Non-Resident Library Cards:* Payton moved to approve revisions to Policy 756 / Non-Resident Library Cards. Canale seconded. The motion carried on voice vote.

*Approval of Revisions to Policy 190 / General: Hours of Operation:* Payton moved to approve revisions to Policy 190 / General: Hours of Operation. Koeller seconded. The motion carried on voice vote.

*Approval of Construction Agreement with SMC Construction Services:* Canale moved to approve the Construction Agreement with SMC Construction Services. Koeller seconded. A roll call vote of the members in attendance was taken. Yes: 4; No 0; Abstain/Present: 0. The motion carried.

*Discussion of Application for Per Capita Grant and Illinois Public Library Standards:* The Board discussed the application.

**Unfinished Business:** None

**Planning of Future Meetings:** The next Board meeting will be on December 29, 2025.

**Around the Table/Library Trustees' Reports:** Canale reported that the Willowbrook Warriors cheerleaders advanced to the State Tournament. Koeller reported that her cornea was healing. Payton reported that both of her children submitted entries to the library's Spooky Stories contest. Bradford said he was looking forward to celebrating Thanksgiving in Indianapolis with friends. Hill said that she would be taking the Wednesday before and the Friday after Thanksgiving off. Luebker reported that she was getting an upgrade to her hearing aids.

**Adjournment:** Payton moved to adjourn. Koeller seconded. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:35 p.m.

Respectfully submitted,

John Bradford  
Recording Secretary