

**Villa Park Public Library  
Board of Trustees  
Regular Meeting Minutes / Board Room  
January 28th, 2026 / 7:15 p.m.**

**Call to Order:** Luebker called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:17 pm.

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

**Trustees Absent:** None.

**Also Present:** Sandra Hill, Library Director; Gisela Parker, Recording Secretary

**Introduction of Visitors:** None.

**Public Participation:** None.

**Discussion of Revisions and Amendments to Agenda:** Hill stated that the name of the resolution to be discussed later in the meeting had been changed, and that the date had been corrected.

**Approval of the Minutes of the December 22, 2025 Finance Committee Meeting:** McCleary moved to approve the minutes as presented, Koeller seconded. The motion carried on voice vote.

**Approval of the Minutes of the December 29, 2025 Library Board Meeting:** McCleary moved to approve the minutes as presented, Canale seconded. Leishman requested that spelling of a donor's name be corrected. The motion to approve the amended minutes carried on voice vote.

**Approval of the Minutes of the January 10, 2026 Policy Committee Meeting:** McCleary moved to approve the minutes as presented, Canale seconded. The motion carried on voice vote.

- **Report of the Board President:** Luebker stated that the elevator had locked up shortly before the Board meeting, and that this is the third time in recent weeks that it has done so. Hill confirmed that elevator issues have been more frequent lately. Luebker noted she had met with P. Hubbard and E. Jurkonis to discuss the upcoming celebration of Hill's 50 years of service. She attended a sewing class at the library on January 17<sup>th</sup>, led by fellow FOL member Ingrid Durham. Participants were enthusiastic and donated to the Friends of the Library that evening.

### **Committee Reports:**

- **Policy Committee:** Hill announced that the Policy Committee would meet on February 14th at 9:30 a.m. to continue their review of the employee handbook and to look over the donation policy.
- **Finance Committee:** Hill stated a need to schedule a meeting before the February Board meeting.

**Treasurer's Report:** Canale discussed the budget and costs for the library's upcoming construction projects.

**Approval of bills/check register for January 2026 (FY 2025) \$83,534.35:** Canale moved to approve the check register for January 2026 in the amount of \$83,534.35. McCleary seconded the motion. Leishman confirmed the Friends of the Library were not asked to cover the cost of LinkedIn Learning in 2026. A Roll Call vote of the members in attendance was taken. Yes: 7; No: 0; Abstain/Present: 0. The motion carried.

**Financial Reports:** Hill presented the Gift Report, listing donations made by Rae Rupp Srch and by Adelaide Hubbard in memory of Don Baker. There was a discussion of donors and the donor wall. Hill stated that the Gifts and Bequest policy needs to be reviewed, as donations to the Friends of the Library are not considered when adding names to the donor tree. Hill stated that the donor spreadsheet could be given as report as part of the Annual meeting. Hill also presented the Investment Report to the Board.

**RAILS News/Legislative Update/Professional Development:** Hovanec reported that the ILA Trustee Forum webinars have been released, and that the IPLAR will include a question about trustee training hours going forward. Hill asked trustees to log hours for this purpose; she indicated an email would work. Hovanec also mentioned that the American Library Association gave the Newberry Award to Renee Watson's *All the Blues in the Sky*.

Payton reported that Villa Park passed an ordinance restricting immigration enforcement on village property, and that demolition for the upcoming Union Villa Park apartment complex would start soon.

**Report of the Friends of the Library Liaison:** Leishman reported that the Friends are soliciting prizes for the February 24<sup>th</sup> trivia fundraiser and raffle at Crazy Pour. At the most recent meeting, the Friends discussed ways to fundraise for a story stroll to be installed at a local park. The goal is to raise enough money to install 24 mounts (roughly \$7,000.) M. Hoffmann and members of the Friends are organizing a Readathon fundraiser on August 1st. There will only be one Movie in the Park this year, hopefully at the Ruggard Gazebo. Dr. Tugana donated \$15,000 to the Friends for early literacy initiatives.

Luebker encouraged everyone to sign up for the Readathon. Koeller volunteered for the event, and asked where it will take place. Payton suggested having a local author read at the event. Leishman stated that the Readathon will be August 1<sup>st</sup> from 9am-9pm.

**Correspondence / Letters to Departing Staff Members & Thank You Letters:** Hill described the presentation for Marilyn Cioper and Patti Soutar that was shown at their retirement party earlier in the week. M. Cioper and P. Soutar have worked in the library's graphics department for a combined 76 years – M. Cioper for 35 years, P. Soutar for 41 years.

### **Library Director's Report and Strategic Plan Update:**

#### **Board:**

- Unfinished Business has the resolution formalizing the adoption of the FY2026 Operating Budget.
- The seating for the board meeting has been adjusted to place the Board President amongst the other trustees.
- Policy Committee met on Saturday, January 10 at 9:30 a.m. The next meeting will be Saturday, February 14 at 9:30 a.m. The Committee will continue to review the employee handbook and will also review a Public Services Associate (Substitute) job description.
- The Finance Committee met on Monday, January 26. The annual budget amendments were included in the board packet for informational purposes.
- Hill attended the January 12<sup>th</sup> District 45 Community meeting and the January 27<sup>th</sup> Oakbrook Terrace Council meeting.
- Ongoing: J. Sand has started his review of the Emergency Response Plan.
- The per capita grant application, expenditure report, and certification was submitted on January 14. The representative from the state library responded they had received all the documents.
- The annual library certification was submitted on January 14.

#### **Staff:**

- Matt Briddick is our new Outreach Specialist. M. Briddick has worked at the library as an Adult Services Associate and will now move to this full-time position.
- In order to ascertain department needs in Material Services, Bradford and Hill will revisit the part time vacancy position in April 2026.

### **Kiwanis/Rotary/Lions/Chamber/TriTownY/Other Outreach**

- The Chamber is planning a meet and greet event as well as their installation dinner.
- Kiwanis met at the Library on January 21 and January 28.
- Rotary and the Friends of the VPL are planning a trivia event for February 24 at Crazy Pour.

### **Services:**

- Staff training on iPage, Ingram's online interface, began this month.
- Next issue of the Resource is being worked on.
- Dr. Tugana visited the library on January 28.
- T. Treece is generating a quarterly newsletter "Literacy Launchpad" for parents and caregivers.
- SWAN staff will meet at our library for training on April 10 from 9 am to 4 pm.

### **Friends**

- Friends have started the planning for the Spring Craft and Vendor Fair.

### **Building Update:**

- The cushion in the treehouse looks good after being reupholstered.
- There have been intermittent problems with the main elevator that Colley cannot resolve at this point. A patron did get stuck and the fire department was called out. We are hoping the issue happens when a patron is not in the elevator (and we do not have to reset) so we can call Colley to troubleshoot.
- Main stairway project started on January 19. We had some issues on the tile and stair nose order which SMC is looking to expedite for us. Please monitor your email for updates.
- Staff are working with the architect on finetuning the vestibule book drop plans.

### **New Business:**

#### ***Discussion of Budget Amendments for FY 2025***

Hill stated that the Financial Committee went over the general funds and bond proceeds funds.

#### ***Discussion of Budget for Building, Equipment, Maintenance Fund for 2026***

The numbers for the BEM will be updated. The village will not charge the library for permits. There will be another meeting to finetune the numbers in regards to the construction project.

### **Unfinished Business:**

***Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois memorializing the approval of a budget for the fiscal year beginning January 1, 2026 and ending on December 31, 2026 and approved at the Board of Library Trustees regular board meeting held on October 22, 2025***

McCleary moved to approve the resolution. Canale seconded the motion. Yes: 7; No: 0; Abstain/Present: 0. The motion carried.

**Planning of Future Meetings:** The next Board meeting will take place on February 25<sup>th</sup>. Payton stated that she will be absent.

**Around the Table/Library Trustees' Reports:** Leishman was excited for a winter card-making retreat the following weekend, and discussed the raclette party for her husband's birthday.

Hovanec met with architects at the library where she works. Hill announced that she will encourage staff to emphasize Black history month in February. McCleary was happy to be at the Board meeting. Parker discussed her upcoming move. Payton discussed her trivia team, Clue Crew, and their recent victory at a trivia contest. She also announced that her daughter will be selling Girl Scout Cookies.

**Adjournment:** McCleary moved to adjourn. Canale seconded the motion. The motion carried on a voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:52 pm.

Respectfully submitted,

Gisela Parker  
Recording Secretary