

**VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES**  
**Policy Committee Meeting Minutes**  
**Location: Villa Park Public Library (Board Room)**  
**February 14, 2026 @ 9:30 a.m.**

**Call to Order:** Koeller called the meeting to order at 9:45 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:** Job descriptions: Public Services Associate (Substitute)

**Policy Discussion:**

The Committee discussed these policies:

Policy 531/Teen Gaming Area (Removal)

Policy 620/Gifts and Bequests

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, March 7, at 9:30 a.m.

**Around the Table:** E. Payton indicated she was going to see her son's game. Hovanec indicated a visit to Albanese store in Merrillville, Indiana was planned for the day. Hill was going to the Home Show in Oakbrook. Koeller would be visiting Bath and Body Works.

**Adjournment:** The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary