

**VILLA PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES  
MINUTES  
December 29, 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, Jennifer Hovanec, Laura Leishman, Dianne Luebker, Erin Payton

**Trustees Absent:** Wanda Koeller, Mark McCleary

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

**Introduction of Visitors:** John Shales, Construction Manager

**Public Participation:** None

**Discussion of Revisions and Amendments to Agenda:** Leishman moved to move the construction discussion in new business to the next item so that John Shales could speak to the Board. Canale seconded. The motion carried on voice vote.

**New Business:**

*Approval of Bid Package, Option 3 in the amount of \$543,587.* The bid opening was held at 1 on December 16 at 1 p.m. SMC Construction Services tabulated the bids and provided three options based on the alternates. The Finance Committee reviewed the three options and would recommend approving Option 3, which will include new snow melt, plaza update, a new study room, a new door to the outside youth area, and first floor service desk relocation. Leishman moved to let SMC proceed with option #3. Hovanec seconded. After some discussion, a roll call vote of the members in attendance was taken. Yes: 5; No 0; Abstain/Present: 0. Motion carried. SMC will contact companies to let them know work can begin.

**Approval of the Minutes of the November 24, 2025 Library Board Meeting:** Canale moved to approve the minutes as presented. Payton seconded. The motion carried on voice vote.

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

**Report of the Board President:** Luebker attended the following: Legislative Luncheon in Oak Brook, Rotary dinner and silent auction on December 2. They raised around \$3000. She attended the following events: St. Nick's Mart on December 6; the Friends' meeting on December 10; the Village Town Hall meeting on December 12; the Finance Committee meeting on December 22; and came to the library to verify the check register on December 27.

**Committee Reports:** The Policy Committee will meet on January 10 and the Finance Committee will meet on January 26.

**Treasurer's Report:** \$120,037.00 in bills for the month.

**Approval of bills/check register for December 2025 in the amount of \$120,037.00:** Canale moved to approve the check register in the amount of \$120,037.00. Hovanec seconded the motion. After some discussion, a roll call vote of the members in attendance was taken. Yes: 5; No 0; Abstain/Present: 0. Motion carried.

**Financial Reports:** Interest amounts on investments are currently doing well.

**RAILS News/Legislative Update/Professional Development:** Hovanec went to a legislative meetup. There are five initiatives that are being worked on: funding; reducing the financial impact of E content; increasing the number of college textbooks; increasing the per capita tax to 1.75; and grants that are for safety funds for libraries. The needs of physical infrastructure were also discussed. District 45 budget is being discussed in town. The permit applications have been submitted for the Villa Avenue project.

**Report of the Friends of the Library Liaison:** Leishman reported that St. Nick's Mart had 24 vendors with 400 visitors attending. The Dave & Buster's fundraiser will end on Wednesday. Sewing Basics class will be in January. Giving Tuesday raised \$153.00. Dr Tugana has indicated he would be donating \$15,000 for early childhood education.

**Report of Gifts and Programs Sponsorships:** The library received the following donations: Barb Baker \$150.00. Gail McGrew \$2500.00 for books and plants.

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

### **Library Director's Report**

#### **Board:**

- Policy Committee will meet on Saturday, January 10, at 9:30 a.m.
- The Finance Committee met on Monday, December 22. The Oakbrook Terrace agreement was discussed as well as the results of the bids for the project. The cost of the project is more than expected and the committee discussed the finances involved.
- PMA staff straightened out the CD investment last month. In addition, the library's December property tax receipts were deposited in our IPrime account.
- Staff worked with BMO staff on the debt payment wire transfers. Staff is working with BMO to move this process inhouse.
- The elevator certificates have been delivered and installed.
- Ongoing: Jeff Sand has started his review of the Emergency Response Plan.
- Michael McMahon worked on getting three proposals for cleaning service. Staff would recommend proceeding with Complete Cleaning Service Company.

**Staff:**

- Daniel Pellecer left our employment as our Outreach Specialist to take a position with the Orland Park Library. The position has been posted and interviews are underway.
- Former staff member, James Torgerson, came back to fill our vacant page position.
- In order to ascertain department needs in Material Services, John Bradford and Hill will revisit the part time vacancy position in April 2026.
- Staff will be working on a part time substitute associate job description.

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

- The Rotary Holiday Dinner went well. Huge thanks to those who attended representing the library. The Club made over \$3000 with the holiday auction.
- There is another D45 community meeting scheduled for January 12.

**Services:**

- Staff training on iPage, Ingram's online interface, will begin in January.
- Next issue of the Resource should be in homes.
- Staff purchased and printed the PLA 2026 early literacy calendar.
- Talia Treece is generating a quarterly newsletter "Literacy Launchpad" for parents and caregivers.

**Friends:**

- St. Nick's Mart went well.
- Hill presented information on a Readathon fundraiser to the Friends. Michelle Hoffman will be at the next Friends meeting to provide more information. The library had very good success with this fundraiser in 2015 and 2016.

**Building Update:**

- SMC Construction Services obtained three quotes for the stair project. They are confirming scope with the lowest quote. We should be able to proceed in January. This project will be below will not cost more than \$16,250 and will be taken from the Building and Grounds Maintenance fund in the operating budget.
- Anthony Roofing conducted their annual inspection of the roof.
- Michael McMahon installed the new electric relay for the Youth Services lighting.
- McMahon brought the cushion from the Youth Tree House to an upholsterer to have the cushion replaced.
- K&J Painting did a great job touching up areas that needed some work. One room specifically was the east wall in the Board Room.
- 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.

**New Business:** *Approval of Three-Year Agreement with Complete Cleaning Company of Wood Dale, Illinois for Custodial Services.* After receiving three proposals, staff would recommend the Board approve an agreement with Complete Cleaning for three years to start February 1, 2026. (Year 1: \$49,260; Year 2: \$50,520; Year 3: \$51,780) Leishman moved to accept contract with Complete Cleaning Service to begin on February 1, 2026. Canale seconded. A roll call vote of the members in attendance was taken. Yes: 5; No 0; Abstain/Present: 0. Motion carried.

**Unfinished Business:** Hill indicated she would be submitting the per capita grant application in mid-January and to let her know if there were any changes needed.

**Planning of Future Meetings:** The next Board meeting will be on January 28, 2026. The next Finance Committee meeting will be on January 26.

**Around the Table/Library Trustees' Reports:**

Payton: Girl Scout cookies are now available if anyone would like to purchase some.

Leishman is teaching a valentine card making class in January.

Hovanec was picked to do a Reaching Forward South program.

Hill is going to bake on New Year's Eve and visit Rae.

Luebker shared a fun Santa story.

Canale is happy to be on the mend from the flu.

**Adjournment:** Canale moved to adjourn. Leishman seconded. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library was adjourned at 8:50 p.m.

Respectfully submitted,

Karen Marnell  
Recording Secretary