

**Villa Park Public Library
Board of Trustees
Regular Meeting Minutes / Board Room
February 25, 2026 @ 7:00 p.m.**

Call to Order: Luebker called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 pm.

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

Trustees Absent: Erin Payton

Also Present: Sandra Hill, Library Director; Sean Birmingham, Recording Secretary

Introduction of Visitors: None

Public Participation: None

Discussion of Revisions and Amendments to Agenda: None

Approval of the Minutes of the January 26, 2026 Finance Committee Meeting: McCleary moved to approve the minutes as presented. Canale seconded. The motion carried on voice vote.

Approval of the Minutes of the January 28, 2026 Annual Library Board Meeting: McCleary moved to approve the minutes as presented. Hovanec seconded. After some discussion, the motion to approve the amended minutes carried on voice vote.

Approval of the Minutes of the January 28th, 2026 Regular Library Board Meeting: McCleary moved to approve the minutes as presented. Leishman seconded. After some discussion, the motion to approve the minutes as amended carried on voice vote.

Approval of the Minutes of the February 14, 2026 Policy Committee Meeting: McCleary moved to approve the minutes as presented. Leishman seconded. The motion carried on voice vote.

Approval of the Minutes of the February 16, 2026 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 stated she attended meetings of the Friends of the Library, the Finance Committee as well as the September 12 Committee. Luebker indicated she had a good time at the Trivia Night at Crazy Pour on February 24 and at the Cocoa Crawl on February 21. Luebker reported she met with Canale before the Board Meeting to review the check register.

Committee Reports / Treasurer's Report:

- As part of the Finance Committee report, Hill reported she checked with the accountant on the Building Equipment Maintenance budget which is listed on the Agenda.
- **Policy Committee:** Hill asked if the Policy Committee Meeting scheduled on March 7 could be rescheduled due to a conflict with the *Coffee with the Village Board – Special Meeting*, which is scheduled at the same time. It was the consensus of the Board to move the Policy meeting.

Approval of bills/check register for January 2026 (FY 2026) \$81,353.04: Canale moved to approve the check register for January 2026 in the revised amount of \$81,352.94. Luebker seconded the motion. A Roll Call vote of the members in attendance was taken. Yes: 6; No: 0; Abstain/Present: 0. The motion as revised carried.

Financial Reports: Hill reported one donor had reached \$1000 in donations and had earned a leaf on the wall. Hill indicated she would ask staff to include the Illinois Funds statements and the DuPage Foundation statements in the board packet next month.

RAILS News / Legislative Update / Professional Development: Hovanec reported RAILS released new E-Book/Audiobook Advocacy tools for libraries. The Illinois Secretary of State is offering public library safety grants of up to \$100,000 per agency to fund security enhancements in response to rising threats. Hovanec commented on ALA's *Aging Together* evaluation of library programming for older adults sponsored by the John A. Hartford Foundation. Leishman indicated she attended the ISL webinar *Understanding the IPLAR – For Trustees*.

Report of the Friends of the Library Liaison: Leishman commented on the Cocoa Crawl, Craft and Vendor Fair, and the Trivia Night at Crazy Pour.

Report of Gifts and Programs Sponsorships: Hill presented the Board with the Gift Report.

Correspondence / Letters to Departing Staff Members & Thank You Letters: Luebker and signed letters for Marilyn Cioper and Patti Soutar.

Library Director's Report:

- Policy Committee met on February 14. Finance Committee met on February 16.
- Jeff Sand has made good progress with his review of the Emergency Response Plan. Hill would anticipate bringing to the Board for approval at the March meeting. Hill and Sand will be working on updates to the Capital Replacement Plan in April.
- Hill and Birmingham attended the State Library's IPLAR presentation at RAILS on February 9.
- The City of Oakbrook Terrace is still reviewing the agreement. The Library Board usually approves the agreement in February.

- Board members will receive MS Word documents as well as PDF versions. This will allow for the use of the online Immersive Reader to read the documents to users.

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

- The Chamber of Commerce is planning their scholarship lunch. Hill will email the Board with details when they firm up their plans.
- Kiwanis is starting to discuss their 50th anniversary which will be in 2027.
- Rotary and the Friends of the VPL held a trivia event on February 24 at Crazy Pour.

Services

- Next issue of the Resource is being worked on. Anticipate this issue will be in homes in April.
- Talia Treece will be attending a meeting at Cantigny which will feature the expansion of *Dolly Parton's Imagination Library* in DuPage County.
- Adult Services and Circ/Outreach staff met to discuss streamlining and adding more structure to the library's home delivery service. These changes will begin in March.
- SWAN staff will meet at our library for training on April 10 from 9 am to 4 pm.
- Metra Advertising Campaign has proceeded. Artwork was completed and is in the Board packet. A grant was applied for. Kudos to Christine Lazaris from Geneva PL and Dawn Bussey from Glen Ellyn PL for spearheading this effort. Also, thanks to Courtney Tedrick at Wheaton. Courtney wrote and submitted a grant application to RAILS.

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.
- Ongoing: There have been intermittent problems with the main elevator that Colley cannot resolve at this point. A part has been replaced and we will need to monitor.
- Sand is exploring wireless connectivity to the elevators and the call buttons.
- Main stairway project has been completed. Staff will schedule a special cleaning for walls, furniture, etc. when the building projects ends.
- Staff met with SMC on February 13 to discuss logistics of the project. Hill, Sand, and McMahon met with LFI to discuss the 1st floor desk reconfiguration.
- Password updates are ongoing.
- The Parks & Recreation Department will lend the library a freezer for use at the Craft and Vendor Fair.
- The Board received a copy of the *2025 Year in Review*. The attendance numbers were down due to 2024 being an election year.
- Hill and Jean Jansen will meet with the publisher and Dr. Tugana on Thursday at 3 pm.

New Business

Approval of Illinois Public Library Annual Report (IPLAR): McCleary moved to approve the Illinois Public Library Annual Report (IPLAR). Koeller seconded the motion. The motion carried on a voice vote.

Approval of Village of Villa Park Annual Report: McCleary moved to approve the annual report. Hovanec seconded the motion. After discussion, the motion carried on a voice vote.

Approval of Public Services Associate (Substitute) Job Description: McCleary moved to approve the job description. Koeller seconded the motion. After some discussion the revised policy carried on a voice vote.

Approval of removal of Policy 531/Building Use: Teen Gaming Area: McCleary moved to approve the removal of the policy. Canale seconded the motion. After some discussion the removal of the policy carried on a voice vote.

Approval of the revised Policy 620/ Materials: Gifts and Bequest: McCleary moved to approve the revised policy. Hovanec seconded the motion. After some discussion the policy carried on a voice vote with one Board member voting present.

Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois amending the budget for the fiscal year beginning January 1, 2025 and ending on December 31, 2025 (Resolution 20260225A): McCleary moved to approve the resolution. Canale seconded the motion. A Roll Call vote of the members in attendance was taken Yes: 6; No: 0; Abstain/Present: 0. The motion carried.

Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois authorizing the transfer of \$330,000 from the Unassigned Fund Balance to the Library's Special Reserve Fund. (Resolution 20260225B): Leishman moved to approve the resolution. Canale seconded the motion. A Roll Call vote of the members in attendance was taken Yes: 6; No: 0; Abstain/Present: 0. After some discussion the motion carried.

Resolution of the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois adopting the Bond Proceeds and Building Equipment Maintenance budget for the year beginning March 1, 2026 and ending on December 31, 2026 (Resolution 20260225C): McCleary moved to approve the resolution. Hovanec seconded the motion. A Roll Call vote of the members in attendance was taken Yes: 6; No: 0; Abstain/Present: 0. The motion carried.

Unfinished Business:

Planning of Future Meetings: The next regular Library Board meeting will take place on March 25. Hill indicated she would post the Notice of Board Activity for the *Coffee with the Village Board – Special Meeting* on March 7. Hill reported the 2026 Villa Park Chamber of Commerce Willowbrook High School Scholarship Lunch Fundraiser was scheduled on March 12.

Around the Table/Library Trustees' Reports: Leishman reported her brother's First Robotics Team's Robot Reveal would take place this coming weekend. Hovanec indicated she would be presenting at the Reaching Forward South Conference in O'Fallon, IL and was a candidate for Director at Large for the RAILS Board. Canale stated the D45 referendum webinar was available

online. Hill reported early voting would begin next week. Hill stated she would be taking a few days off. Hill indicated the Summer Reading finale was up in the air due to the uncertainty with scheduled construction at Cortesi Park and Park Avenue this summer. Hill mentioned Marnell had worked on getting heat press iron on transfers to print logos for t-shirts. McCleary reported he got a clean bill of health from his doctor. Birmingham indicated his daughter would be attending Trinity High School in August. Koeller asked where she could read up on candidates running in the primary election. Leishman stated she would send her some information. Luebker indicated she's been keeping busy with family stuff.

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 8:09 pm.

Respectfully submitted,

Sean Birmingham
Recording Secretary