

**VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES**  
**Policy Committee Meeting Minutes**  
**Location: Villa Park Public Library (Board Room)**  
**January 10, 2026 @ 9:30 a.m.**

**Call to Order:** Koeller called the meeting to order at 9:32 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:** Hill mentioned bringing a Substitute Associate job description to the next meeting.

**Policy Discussion:**

The Committee discussed the 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, February 14 at 9:30 a.m.

**Around the Table:** Koeller indicate they would be watching the Bears that evening. Payton stated her son would be celebrating his birthday at a joint party later that day, Hovanec remarked on her 25<sup>th</sup> high school reunion, Hill stated she had signed up for a class at Creative Cards and Crafts.

**Adjournment:** The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary