

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 25th 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