

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 22, 2026 7:00 p.m.**

Call to Order: Koeller called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:01 pm.

Trustees Present: Jennifer Hovanec, Wanda Koeller, Laura Leishman, Mark McCleary, Erin Payton

Trustees Absent: Deborah Canale, Dianne Luebker

Also Present: Sandra Hill, Library Director; John Bradford, Recording Secretary

Public Participation: None

Introduction of Visitors: None

Discussion of Revisions and Amendments to Agenda: Leishman asked for clarification on the change of title for Policy 761.

Approval of the Minutes of the March 25, 2026 Regular Board Meeting: McCleary moved to approve the minutes as presented. Koeller seconded. The motion carried on voice vote.

Approval of the Minutes of March 28, 2026 Policy Committee Meeting: McCleary moved to approve the minutes as presented. Koeller seconded. The motion carried on voice vote.

Report of the Board Vice-President: None

Committee Reports: The Policy Committee met on April 18 and will meet again on May 9. Policies 710, 711, 731, 761 and the Deputy Director job description were reviewed. The Finance Committee will meet after the audit is completed.

Treasurer's Report: Leishman presented the check register.

Approval of bills/check register for April 2026 (FY 2026) \$148,187.98: Leishman moved to approve the check register for April 2026 in the amount of \$148,187.98. McCleary seconded the motion. A roll call vote of the members in attendance was taken. Yes: 5; No: 0; Abstain/Present: 0. The motion carried.

Financial Reports: Hill presented the Monthly Investment Report, Balance Sheet, and Account Variance Report. The investments in Illinois Funds are earning about \$4000 per month.

RAILS News/Legislative Update/Professional Development: Hovanec reported that HB5236, the *Digital Library Protection Act*, passed unanimously in the Illinois House. This bill seeks to shield libraries from unfair restrictions in licensing agreements for e-books, digital audiobooks, and other digital materials. The April Illinois Library Association member spotlight is on Charles Stump, ILA's 2025 Library Trustee of the Year. Susan Westgate, Director of the Carol Stream Public Library, is retiring.

Payton reported that District 45 is discussing cancellation of all extracurriculars. The Villa Park Liquor Commission checked 100 locations and found that 25 sold alcohol to minors. The Village of Villa Park is purchasing three new squad cars and a new HVAC system for the Police Department and a new plow truck for Public Works.

Koeller and Payton have completed Sexual Harassment Prevention training. Hovanec, Leishman, and Hill attended the LACONI Annual Trustee Banquet, at which Hovanec was a presenter. Leishman participated in a webinar about AI in libraries.

Report of the Friends of the Library Liaison: Leishman reported that the Dine & Donate event with Corner Bakery in Oak Brook is on April 22. The library ordered food for staff on that date to celebrate National Library Week and to support the Friends. The Friends will have a table at the upcoming Volunteer Fair at the library on April 25; ice cream will be given out to those in attendance who complete an event passport. The Spring Craft & Vendor Fair will be on Sunday, May 3; there will be 35 vendors in attendance. The VPPL Readathon is scheduled for Saturday, August 1; staff are working with the Friends on the event.

Report of Gifts and Programs Sponsorships: None

Correspondence / Letters to Departing Staff Members & Thank You Letters: A letter was sent to Lydia Montemayor.

Library Director's Report:

Board:

- Policy Committee will meet on May 9 at 9:30 a.m. Several policies and the Deputy Director job description were reviewed and are on the agenda for Board approval.
- The City of Oakbrook Terrace rider is included in the Board packet for approval.
- Intergovernmental meeting was held on Thursday, April 9. Many were in attendance.
- LACONI Trustee Dinner was held on Friday, April 17.
- Lauterbach started the audit on Tuesday, April 7.
- Staff has worked on a new look for our infographics.
- Sand submitted the security grant to the Illinois State Library.

Staff:

- Interviews for Youth Services Associate and Circulation/Outreach Assistant open positions are underway. The Business Manager position is being broadcast more widely.

Interviews for the Deputy Director position are being scheduled. Staff will be posting a Page position as well.

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

- Kiwanis has started their Vidalia Onion sale. The Kiwanis Road Rally fundraiser will be on July 22.
- Rotary is gearing up for the Willowbrook scholarships.
- Lions Club will be providing a scholarship to a Willowbrook High School student.
- The Volunteer Fair is Saturday, April 25, from 11 am to 3 pm.

Services:

- SWAN staff met at our library for training on April 10 from 9 am to 4 pm.
- SWAN staff will use our meeting room for a strategic planning session on April 28.
- Staff will be working on revisions to the Collection Management Plan.

Friends

- Friends have the Spring Craft & Vendor Fair planned for the first Sunday in May.
- There is a Dine & Donate scheduled for Wednesday, April 22, at Corner Bakery Café.
- The Friends' Readathon will be held on August 1.

Building Update:

- The second phase of the plaza reconstruction is scheduled to start the week of April 20.
 - Longer walk to door entry on the west.
 - Construction fence will be shrunk to accommodate more parking.
 - No locker service until plaza is complete.
- The 2nd floor study room may be completed by mid-May; we are waiting on the door.
- The door to Youth Services is scheduled for mid-May and should take 2-3 days.
- The vestibule book drop will start after completion of the plaza and the reopening of the north doors.

New Business:

Approval to Renew Library Service to the City of Oakbrook Terrace: The annual single-family residence fee shall be \$321.35, plus a service fee of \$8.00 (total of \$329.35), and the annual apartment fee shall be \$262.50, plus a service fee of \$8.00 (total of \$270.50). The agreement was approved by the Oakbrook Terrace City Council at their April 14, 2026 meeting. McCleary moved to approve the agreement as presented. Koeller seconded. A roll call vote of the members in attendance was taken. Yes: 5; No: 0; Abstain/present: 0. The motion carried.

Approval of Revisions to Policy 710: Circulation, Loan Periods and Limits: Leishman moved to accept the revisions as presented. Payton seconded. The motion carried on a voice vote.

Approval of Revisions to Policy 711: Circulation, Laptop Policy: McCleary moved to accept the revisions as presented. Hovanec seconded. The motion carried on a voice vote.

Approval of Revisions to Policy 731, Circulation, Schedule of Fees: McCleary moved to accept the revisions as presented. Payton seconded. The motion carried on a voice vote.

Approval of Revisions to Policy 761, Circulation, Purging Expired Cards from the Database: McCleary moved to accept the revisions as presented. Koeller seconded. The motion carried on a voice vote.

Approval of the Deputy Director Job Description: McCleary moved to accept the description as presented. Hovanec seconded. The motion carried on a voice vote.

Disposal of Library Furniture and Equipment: Staff would ask the Library Board to dispose of six obsolete computers. McCleary moved to approve the disposal. Hovanec seconded. A roll call vote of the members in attendance was taken. Yes: 5; No: 0; Abstain/present: 0. The motion carried.

Unfinished Business: None

Planning of Future Meetings: The next Library Board meeting will be held on May 27.

Around the Table/Library Trustees' Reports: Leishman will be taking a trip by train to Carbondale and the Shawnee National Forest for a long weekend with her family. Hovanec will be hosting a viewing of the documentary *Librarians*, followed by a panel discussion, at the La Grange Public Library on April 24. On April 25, the La Grange Public Library Foundation will kick off. Hill reported on the meals and gift cards provided to VPPL staff in recognition of National Library Week. She also presented library-themed coasters to each Board member. Koeller said that she now has a ramp in her house, which greatly improves access between floors; the installation took only one day. Bradford reported that his fiancé swept the awards at Cupcake Wars, a fundraiser for the Broadway Youth Center. Payton attended the Lifesavers Conference on traffic safety in Boston. Her family is having a new back door installed at their home on April 28 and will have their deck completed at the end of May.

Adjournment: McCleary moved to adjourn the meeting. Hovanec seconded. The motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 7:58 pm.

Respectfully submitted,

John Bradford
Recording Secretary