

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

**Call to Order:** Koeller called the meeting to order at 9:42 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.

[Payton arrived at 9:52 a.m.]

**Additions/Revisions to the Agenda:** None.

**Policy Discussion:**

The Committee reviewed Policy 530: Building, Meeting Rooms and indicated the revised policy could be presented for approval at the next board meeting. The Committee reviewed the four remaining policies in the new Employee Handbook. The Committee indicated managers could review the handbook before bringing the document to a regular board meeting. Finally, Hill asked whether the library should look at recovering credit card fees. The committee indicated that services such as Passport and Notary should be considered for the recovery of the credit card fee.

**Planning of Future Meetings:** The next Policy Committee meeting date will set at the next regular board meeting.

**Around the Table:** None.

**Adjournment:** Payton moved to adjourn. Koeller seconded the motion. The meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Sandra D. Hill  
Recording Secretary