

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting Minutes
Wednesday June 24, 2026 @ 7:00 p.m.
Board Room**

Call to Order: President Luebker called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:02 p.m.

Trustees Present: Laura Leishman, Jennifer Hovanec, Erin Payton, Wanda Koeller (remote attendance), Dianne Luebker, Mark McCleary

Trustees Absent: Deborah Canale

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

Introduction of Visitors: Paul Rosario, Lauterbach & Amen; John Shales, SMC Construction

[McCleary arrived at 7:03 p.m.]

Discussion of Revisions and Amendments to Agenda: Public Participation was added to the agenda.

Public Participation: Audit presentation by Paul Rosario, Lauterbach & Amen and construction update by John Shales, SMC Construction.

Approval of the Minutes of the May 27, 2026 Library Board Meeting: McCleary moved the minutes be approved as amended. Koeller seconded the motion. After some discussion, the motion carried on voice vote.

Approval of the Minutes of the June 8, 2026 Finance Committee Meeting: McCleary moved the minutes be approved as presented. Hovanec the motion. The motion carried on voice vote.

Report of the Board President: Luebker reported she met with Ellen Jurkonis and Pat Hubbard to discuss Hill's 50 Year Party. Luebker attended the D45 Focus Group and the D88 Bond Proposal Meeting at Addison Trail High School on June 9 and the Friends of the Villa Park Library meeting on June 15.

Committee Reports: Hill reported the Finance Committee is scheduled to meet on July 20 to discuss the DuPage Foundation and Library Fund. Hill reported the Village may work on the library's two debt issuances by refinancing this debt.

Treasurer's Report: Leishman stated she and Canale had reviewed the check register for June and all was in order.

Approval of bills/check register for June 2026 (FY 2026) in the amount of \$221,112.24: Leishman moved to approve the check register for June, 2026 (FY 2026) in the amount of \$221,112.24.

McCleary seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Financial Reports: There was some discussion on the Investment Report.

RAILS News: Hovanec indicated there were several continuing education opportunities available for trustees. Hovanec stated Per Capita Grant letters were sent out and that there would also be a new question on the IPLAR asking about hours of training for trustees.

Legislative Update: Hovanec reported HB5236, the Digital Library Protection Act, did not pass. Hovanec also reported on HB2137 and HB4844. Payton attended the D45 Focus Group and reported on the Village meetings concerning liquor, gambling, and rats.

Professional Development: Payton will attend trustee training on July 10. Leishman will attend the ILA Trustee Forum on June 25.

Report of the Friends of the Library Liaison: Leishman reported the Friends received a \$1000 contribution for the *Cool Readathon* from the City of Oakbrook Terrace.

Report of Gifts and Programs Sponsorships: One Adopt-A-Magazine donation and two monetary donations were received.

Correspondence: Hill reported the library received the Per Capita Grant award letter. The grant money will go toward e-Titles. Hill indicated the library did not receive the Security Grant.

Letters to Departing Staff Members & Thank You Letters: A letter to departing staff member Carolyn Turner was signed and will be sent.

Deputy Director's Report: None

Library Director's Report:

Board:

- Treasurer's Report was published in the June 12, 2026 Daily Herald.
- The State has updated its website with the Personal Property Tax Distributions. There have been four distributions. The Village Finance Director indicated the Village was running behind due to their audit.
- The Secretary of State sent an award letter for the Per Capita Grant. The grant amount is 37,847.10 which will be used for electronic reference and e-title collections.
- Attendance over time: Daniel Rafac compiled the gate count and the number of hours open from the past 10 years of IPLAR reports. There is a lot going on with these counts so here is some context. We were in the old building in 2017 and 2018; during that time, everyone used the front entrance, and the floor tile abatement caused disruption to services until its completion in November 2017. The building's groundbreaking was 2018—construction thru October 2019 and punch list finalization in 2020. During COVID, the library closed on March 17, 2020 and was slammed by patrons that Saturday, Sunday, Monday, and Tuesday. We

started using the Sensus gate count device in January 2021 because the old device had been problematic between 2019 and 2021.

Staff:

- Staff posted an accounts payable specialist position and an assistant to the director position; both are part time positions. The second position may be filled internally.
- Birmingham applied for and was awarded an Illinois Humanities Road Scholar Speakers. Bureau Free Event: On October 3, 1:30 – 3 p.m., the library will host “*No One Ever Sees Indians: Native Americans in Media*” presented by filmmaker Ernest Whiteman III.
- There were 18 pilot libraries last year; Addison PL was a pilot library. We received this on 6/17/2026. Managers discussed and we will proceed on the following:
 - The Illinois State Library in partnership with the Administrative Offices of Illinois Courts (AOIC) and the Chicago Bar Foundation (CBF) would like to invite your library to participate in the **Court Library Access Program**. In this program, library staff members would be able to answer basic legal information questions, assist patrons with basic court related activities such as accessing case information and e-filing, and provide a space for patrons to attend Zoom court. Attached is a basic description of the program. We have just completed our 3-year pilot and have found the program to be minimally disruptive. Feedback from our Adult Services Librarians has been that this program aligns well with their duties because many were already helping patrons in this way, and the program empowered them to help patrons complete these court tasks. This program only focuses on Civil Court matters as the State provides services for individuals in Criminal Court.
 - In participation with this program, the Illinois State Library will provide \$1,500 over 3 years, \$500 a year, to support the program activities and materials. The Illinois State Library will also provide a Chromebook or small laptop equivalent for Zoom Court purposes. This laptop will also be preloaded with court resource links for ease of use. For this, the library would be required to select staff to train and provide basic data from patron use of the program. The training is 6 hours in recorded videos, and you will have a connection with the AOIC and CBF for any questions as well as monthly “Office Hours” for support.

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

- Kiwanis will be having two concerts this July: July 8 and 15. They will have a road rally on July 22. Road Rally Start is at Willowbrook HS. The club is donating \$1000 for the Dolly Parton Imagination Library.
- Go Green and the library partnered on a compost program held on June 18.
- Rotary’s installation dinner was June 23.
- Jean Jansen is coordinating the July 4th parade effort. Let me know if you will be walking (or driving or biking 😊)

Services:

- Ongoing: Managers are working on revisions to the Collection Management Plan and reviewing the Employee Handbook. Managers have assisted in the Strategic Plan Update.

Friends

- Readathon plans are moving forward.

Building Update:

- Michael McMahon is working with the cleaning company on cleaning the stairwell walls now that construction for the most part has been completed. He will also have the painters back in to do the annual painting upkeep with focus on the main stair medal edging.
- McMahon has scheduled the parking lot sealcoating for August 14, which is the library's Staff In-Service Day.
- Staff planted the donated plants from last December's giving tree donations. Margaret Balwierz is working on the donor signs which will be put on blue pavers.
- Second Floor Study Room 4 opened for patron use on June 17.
- Snow melt system was tested and is working. A thermal imaging camera was used to look through the concrete at tubing.

New Business:

Approval of the Annual Financial Report for the Year ended December 31, 2025: McCleary moved to approve *the Annual Financial Report for the Year ended December 31, 2025*. Leishman seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Unfinished Business: None

Executive Session: Semi-Annual Review of Executive Session Minutes / Personnel Matters:

Evaluation of the Library Director: McCleary moved to enter Executive Session. Leishman seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried. The Board went into Executive Session at 8:18 p.m.

McCleary moved to exit Executive Session. Leishman seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried. The Board came out of Executive Session at 9:11 p.m.

Actions, if needed, after Executive Session:

Approval to release the April 23, 2025 minutes of the April 23, 2025 Executive Session: McCleary moved to release the minutes of the April 23, 2025 Executive Session minutes. Payton seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Approval to dispose of the verbatim minutes of the May 29, 2024 Executive Session: McCleary moved to approve the disposal of the verbatim minutes of the May 29, 2024 Executive Session. Payton seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Approval of a 5% increase in Hill's salary bringing the annual total to \$136,500: McCleary moved to approve a 5% increase in Hill's salary bringing the annual salary to \$136,500. Payton seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Planning of Future Meetings: The next regular Library Board meeting will be held on Wednesday, July 22, 2026 at 7:00 p.m. The Finance Committee meeting will meet on July 20 at 6:00 p.m. The next Policy Committee meeting date is yet to be determined.

Around the Table: None

Adjournment: Leishman moved to adjourn. McCleary seconded the motion. Motion carried on voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 9:18 p.m.

Respectfully submitted,

Sean Birmingham
Recording Secretary