

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES
Regular Meeting
Villa Park Public Library
Minutes
July 22, 2026 @ 7:00 pm
Board Room

Call to Order: President Luebker called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 pm.

Trustees Present: Deborah Canale, Wanda Koeller, Laura Leishman, Dianne Luebker

Trustees Absent: Jennifer Hovanec, Mark McCleary, Erin Payton

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

Introduction of Visitors: None

Discussion of Revisions and Amendments to Agenda: None

Public Participation: None

Approval of the Minutes of the June 24, 2026 Regular Board Meeting: Canale moved the minutes be approved as amended. Leishman seconded the motion. After some discussion, the motion carried on voice vote.

Approval of the Minutes of the June 24, 2026 Executive Session Meeting: Koeller moved the minutes be approved as presented. Leishman seconded the motion. The motion carried on a voice vote.

Report of the Board President: Luebker reported that she and Hovanec met with Hill to go over her evaluation, which was signed and filed. Luebker attended the Villa Park Historical Museum's ice cream social and reported it was a nice and well-attended event, though the rain drove things inside. Luebker reported the July 4 parade was very well attended and went smoothly. Luebker reported that she, Leishman, Hill, and Friends member, Alyssa Kordopitoulas met at Puerto Nuevo to go over Readathon details, and that she, Pat Hubbard, and Ellen Jurkonis met to discuss the upcoming celebration for Hill's 50 years of service.

Committee Reports: Hill reported the Finance Committee met on July 20, 2026 and lots of things are currently in flux. A discussion was held regarding scheduling a Committee of the Whole meeting to review the newly revised employee handbook.

Treasurer's Report: Canale reported that she and Luebker reviewed the check register for July on July 20, 2026 and all was in order.

Approval of bills/check register for July, 2026 (FY 2026) in the amount of \$312,787.93: Canale moved to approve the check register for July 2026 (FY 2026) in the amount of \$312,787.93. Luebker seconded the motion. Canale remarked that she appreciated staff answering questions regarding the check

register. A Roll Call vote of the four members in attendance was taken: Yes-4; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: There was some discussion on the Investment Report, the library's debt, tax adjustments, and the library's electric bill.

RAILS News: None

Legislative Update: None

Professional Development: Leishman attended an ILA Trustee Forum training and discussed planning for attending the ILA Annual conference. Leishman and Luebker are registered for the ILA Annual Conference's Trustee Day. Canale, Koeller, and Luebker are registered for the District 88 breakfast.

Report of the Friends of the Library Liaison: Leishman reported the Friends are in the final preparation stages for the upcoming Readathon fundraiser and are appreciative for several large donor organizations. Leishman reported the Friends are planning a film fundraiser for November, and there is a Movie in the Park scheduled for August.

Report of Gifts and Programs Sponsorships: Five Adopt-a-Magazine donations were received.

Correspondence: None

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

Deputy Director's Report:

It has been a busy and rewarding first month on the job! I have been getting to know staff and our patrons, as well as receiving a lot of training from Director Hill and shadowing various service desks.

Meetings:

- Attended the monthly Library Board meeting on Wednesday, June 24.
- Attended meeting with SMC Construction Services on Monday, June 29.
- Attended meeting with a representative from the Illinois State Library regarding the Court Library Access Program with Hill and Sean Birmingham, on Monday, June 29.
- Attended POMS meeting on Wednesday, July 1.
- Attended weekly Thursday management staff meetings.
- Met with Aurora Slinkman on Monday, July 13 to discuss publicity efforts.
- Met with Birmingham on Wednesday, July 15 to discuss databases.
- Attending meeting on updated Technology Plan with Hill and Jeff Sand on Thursday, July 16.
- Looking forward to attending a Buildings & Facilities all day training in Orland Park on July 21 and an Assistant Director's group meeting in Schaumburg on July 24.

Training:

- Training provided by Hill:
 - Thorough building orientation.
 - Timesheet and payroll procedures.

- Board meeting prep.
- Post-board meeting duties, such as archiving and posting meeting minutes.
- Budget planning and best practices.
- Tax levy procedure.
- Check register and monthly bills procedures.
- Numerous other insights throughout the month.
- OMA
 - Completed on-line Open Meetings Act training.
- FOIA
 - Completed on-line Freedom of Information Act training.
- Passports
 - Received overview of passport services from Hoffmann.
 - Completed on-line passport facility manager training course.
- E-Verify
 - Completed E-Verify training tutorials.
- Materials Services
 - Received overview of department and selecting/ordering procedures from Bradford.
 - Established Ingram account and began selecting materials for the sci-fi collection.
- Adult Services
 - Shadowed on the adult desk on June 29 and June 30.
- Circulation
 - Shadowed the circ desk on July 17.

Rotary:

- Attended three Rotary meetings in preparation of joining the organization.

Staff In-Service Day:

- Assisted with planning for the upcoming August in-service.

ILA:

- Attended virtual ILA committee orientation on July 14.
- Coordinated with staff hoping to attend ILA conference in October to select a hotel and other associated details.

Board Meetings:

- Created and posted the agenda for the July 20 Finance Committee meeting.

Director's Report:

Board

- The library received the January through May personal property replacement tax.
- The D88 new teacher breakfast is August 6 from 8 to 9:30 a.m.
- B3: Burgers, Bags, and Business/August 26 from 4 to 8 p.m. Save the date for one of the [Villa Park Chamber of Commerce](#)'s most fun summertime events! Proud and excited to have Villa Park's very own [Stout's Sausage & BBQ](#) bringing their fire BBQ again this year! Come on out and support the local Villa Park Business community!
- Staff In-Service Day is Friday, August 14. We are looking to visit the VP Historical Society. The library parking lot will be sealcoated that day as well.

Staff

- Staff posted an accounts payable specialist position. Lisa Vander Naald has accepted the assistant to the director position. Staff will be posting a Circulation/Outreach Assistant position for her former hours.

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

- Kiwanis's last concert was scheduled for July 15 and it was cancelled due to the weather. The new date for the concert is July 22. The road rally was postponed until September. The club donated \$1000 for the Dolly Parton Imagination Library.
- Go Green and the library will be working together on a children's clothing swap in the fall.
- The parade went well and the rain stayed away.
- Hill and Matkowski attended the ribbon cutting at Puerto Nuevo on Friday, July 17.

Services

- Ongoing: Managers are working on revisions to the Collection Management Plan and reviewing the Employee Handbook. Staff review should be completed by the end of August. Staff would ask for direction on how to proceed—back to Policy Committee or a Committee of the Whole meeting.
- Hill, Matkowski, and Sand have started the revisions to the Technology Plan.

Friends

- Readathon plans are moving forward. As of 7/16, the Friends have garnered over \$5,000 for this fundraiser. A Wish list will be presented to the Friends at the August meeting. Staff will be putting in for a check(s) for the payment of the Dolly Parton Imagination Library at the August 26th board meeting. We plan to start registrations for the program at the September 26th Baby Resource Fair.
- The Friends will be working with Meredith Meder from Full Circle Cheese on an after hours showing of a documentary entitled *The Big Cheese*. Cheese and non-alcoholic beverages will be available. This event will be held on November 7.

Building Update

- The architects have yet to email the punch list for the project.
- M. McMahon will be setting up times for some touch-up painting for the building and outdoor stairs.
- M. McMahon is working on quotes for landscaping next year. Hill received a proposal for the bioswale maintenance.
- M. McMahon reported Oak Brook Mechanical found we will need to replace a couple of motors in two-three rooftop units.
- Hill, Matkowski, McMahon, and Sand attended a building workshop at Orland Park Library on July 20. This workshop seemed to be a good precursor to revising the capital replacement plan.

New Business: None

Unfinished Business: None

Planning of Future Meetings: The next regular Library Board meeting will be held on Wednesday, August 26, 2026 at 7:00 pm. The Finance Committee will meet on August 20, 2026 at 6:00 pm. The next Policy Committee meeting is yet to be scheduled, hopefully early September.

Around the Table: Luebker noted the Summer Reading finale party is August 7. She reviewed details for the party honoring Hill, which is an open house from 1-4 pm on September 12. Leishman reported she is busy with work and is excited to celebrate her niece and nephew's birthdays. Hill wants to see the new *Odyssey* movie, possibly in IMAX format. Koeller also wants to see the movie.

Adjournment: Canale moved to adjourn. Koeller seconded. Motion carried on a voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 7:49 pm.

Respectfully submitted,

Matt Matkowski
Recording Secretary