

VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES
Regular Meeting
Villa Park Public Library
Minutes
September 23, 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 7:02 pm.

Trustees Present: Deborah Canale, Jennifer Hovanec, Wanda Koeller, Dianne Luebker, Mark McCleary, Erin Payton

Trustees Absent: Laura Leishman

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

Introduction of Visitors: Paul Koeller, Dr. Jean Barbanente, Dani Brink

Discussion of Revisions and Amendments to Agenda: None

Public Participation: None

District 88 Information Presentation on D88 Referendum: Dr. Barbanente gave a presentation on the District 88 referendum.

[Canale arrived at 7:12 p.m.]

Approval of the Minutes of the August 20, 2026 Finance Committee Meeting: McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the August 26, 2026 Regular Board Meeting: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Report of the Board President: Luebker reported it has been a busy September. She assisted with the final planning for Hill's 50th anniversary party, attended (and won) the Kiwanis Road Rally along with her teammates Hill and Allan Leishman. Luebker met with the Friends and things are progressing nicely with upcoming Friends activities. Hill's party was a very nice event. Luebker attended the Gathering at the Grapevine event on September 19. She and Canale went over the check register on September 22. On September 8, Luebker sent a letter to the village president, village clerk, and village attorney regarding the need to place a 2-year unexpired term on the ballot for the April 2027 election.

Committee Reports: The Finance Committee will not need to meet for a while. The October 24 Committee of the Whole meeting will take the place of a Policy Committee meeting.

Treasurer's Report: Canale reported that she and Luebker reviewed the checks. There were a couple of larger bills concerning the recently completed construction. Hill reported there will be one or two more construction bills in the future due to some final touches being put into place.

Approval of bills/check register for September 2026 (FY 2026) in the amount of \$191,114.28: McCleary moved to approve the check register for September 2026 (FY 2026) in the amount of \$191,114.28. Canale seconded the motion. A discussion was held regarding the insurance bill being the annual premium expense, not arising from a new claim. 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 monthly financial report.

RAILS News: Hovanec reported on upcoming RAILS and ILA issues and events.

Legislative Update: There was a discussion of local village matters.

Professional Development: Canale completed a training regarding patron safety.

Report of the Friends of the Library Liaison: Luebker reported that the Friends met on September 10, 2026. The fund balance is holding very well. The Friends are moving some money to a line item at the library. Friends representatives met with a CPA to discuss the need to change tax filing procedures. The CPA explained that things are fine at this time unless large donations become regular. Luebker spoke at the upcoming Friends' *The Big Cheese Film Fundraiser*; tickets go on sale October 5 and include a movie screening, cheese tasting, and more. There was discussion of the upcoming Spring Craft Fair and a reminder that the Lou Malnati's fundraiser is coming up in November.

Report of Gifts and Programs Sponsorships: None

Correspondence: None

Letters to Departing Staff Members & Thank You Letters: None

Deputy Director's Report:

Another busy month, and I was happy to keep the lights on while Sandy took her well-deserved vacation in late August/early September.

Collection Management Plan:

- Updated and refined.
- Notable additions:
 - Wonderbooks, pages 5 and 12
 - Materials created by AI, page 13

Marketing Plan:

- Updated and refined to reflect marketing trends and opportunities for 2026-2028.

Meetings:

- Attended weekly management meetings.
- Met several times with Hill and Jeff Sand regarding the Technology Plan.

- Attended weekly update Zoom meetings with donor Dr. Tugana.
- Attended meeting on August 25 on possible new phone system with Sand.
- Attended SWAN Expo 2026 on August 21.
- Attended LACONI *Library Management and Coaching for Inclusive Workspaces* training on August 28.
- Toured the Oakbrook Terrace Parks & Recreation building on September 2 to see if it could be used as a venue for the Dr. Tugana presentation.
- Met with Patrick Cook from Cook & Kocher on September 9 to review anticipated business insurance changes for 2027.
- Met with staff regarding Cocoa Crawl 2027 on September 10.
- Attended Friends of the Library meeting on September 10.
- Attended Villa Park 9/11 25th Anniversary Ceremony on September 11.
- Attended ILA Reaching Forward North committee meeting on September 11.
- Several meetings with Jean Jansen in preparation for upcoming interviews for Youth Associate positions; interviews set to begin on September 16 and continuing the next week.

Training:

- Received training on budgeting, tax levies, financial accounts, tax distributions, and more!
- Received training on the server room in case of emergency during Sand's absence.

Staff Training:

- Scheduled and led building orientation tours for new employees.

Rotary:

- Attended weekly Rotary meetings.
- Officially sworn-in as a Rotary member!

Board Meetings:

- Edited meeting minute drafts for the August Board and Finance Committee meetings.
- Created agenda for September 23 Board meeting.

Miscellaneous:

- Kicked off the Social Media Video Team with our first project being a video to announce and promote the Dolly Parton Imagination Library.
- Reviewed, suggested changes, and approved text for marketing items.
- Assisted approving payroll and check register.
- Counseled management staff regarding various issues.

Director's Report:

Board:

- Hill will be working with BMO, Fifth Third Bank, PMA, and Illinois Funds to add Matkowski to these accounts. (Fifth Third Bank and PMA accomplished).
- The budget reflects 34% increase in healthcare. Since the last meeting, additional dollars were allocated to the Accounting expenditure line. Lines trimmed to move dollars to accounting include:
 - \$15 from Background Checks
 - \$1000 from Printing

- \$500 from Postage
- \$300 from Bank Service Fees
- \$500 from Community Info
- \$500 from Utility—Gas
- \$500 from Water and Sewer
- \$500 from Landscaping
- \$4500 from Furniture and Equipment

In addition, the interest revenue reflects an estimate for the interest garnered for the Early Childhood Initiatives donation.

- Village staff are working with the unions to see if the grandfathered PPO plan can be dropped and the Blue Choice Option PPO plan adopted by those wanting a PPO. Instead of a 34% increase, the increase would be closer to 19%. The 2025 Village audit is nearing completion.
- The September 4 tax distribution from the County was lower than expected. Hill contacted the County and the representative indicated they were working on the issue. Many agencies were impacted. The County did an additional distribution on September 15.
- The 50 Years of Service event on September 12 was well attended and everyone seemed to have a good time. It was very fun! Thank you to the Library Board, Board President, Pat Hubbard, and Ellen Jurkonis as well as staff members who helped (shout out to Karen Marnell especially).
- Collection Management Plan and Marketing Plan are presented for approval. Matkowski will report on these.
- As of September 16, the Board has received two applications for the trustee appointment. Print copies of the applications (Teresa van Oort and Jennifer Gulbrandsen) will be available to each Board member on Wednesday.
- Meetings:
 - Special Board Meeting is scheduled for Saturday, October 3.
 - Committee of the Whole meeting is scheduled for Saturday, October 24.

Staff:

- Jansen has two part-time positions open in Youth Services. Interviews started on September 18.
- Training continues to be a priority for many of our new staff. In addition, staff is working on finetuning processes in the Administration.

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

- Go Green and the library will be working together on a children's clothing swap in the fall.
- Kiwanis Peanuts day in Villa Park was Friday, September 18 and Saturday, September 19.
- Kiwanis Installation Dinner was Monday, September 21. Hill was installed as President.
- Rotary and Kiwanis are working on the Night Golf fundraiser. This info is also included in this report. If you do not golf, please join us for dinner and raffle.
- Rotary and Friends hope to do another Trivia Night. Working on a date for inclusion in the next newsletter.

Services:

- Early Chapters: Baby Resource Fair will be held on Saturday, September 26.

Friends:

- Craft and Vendor Fair sign-up is underway.
- Lou Malnati's fundraiser runs from November 2-16.
- Tickets for the Friends Film Fundraiser *The Big Cheese* will be available on October 5. The event is scheduled for Saturday, November 7 starting at 6 pm.

Building Update:

- Final payment to SMC is in the check register. Still have a payment to architect and are waiting for the as-built documents.
- Signage has been updated to reflect the new Holds area, study room 4, Rae and Richard Srch Digital Makerspace, and new book drop. Hours were updated on the front door to reflect Sunday openings in September.
- The state had contracted with Inclusion Solution to confirm the building's accessibility as a voting location.

New Business:

Discussion of Library Trustee Vacancy and Appointment: The Board discussed procedures concerning the upcoming trustee interviews.

Approval of the Collection Management Plan 2026-2028: McCleary moved to approve the Collection Management Plan for 2026-2028. Payton seconded the motion. There was some discussion regarding the plan. The motion carried on a voice vote.

Approval of the Library Marketing Plan 2026-2028: McCleary moved to approve the Library Marketing Plan for 2026-2028. Hovanec seconded the motion. There was some discussion regarding the plan. The motion carried on a voice vote.

Unfinished Business:

Approval of FY 2027 Tax Levy: McCleary moved to approve the FY 2027 Tax Levy. Hovanec seconded. There was a discussion regarding the FY 2027 Tax Levy. A Roll Cote vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion carried.

Approval of the FY 2027 Library Budget: McCleary moved to approve the FY 2027 Library Budget. Koeller seconded. There was a discussion regarding the FY 2027 Library Budget. 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 Library Board will interview trustee candidates on October 3, 2026. There will be a Committee of the Whole meeting on October 24. The next Regular Board meeting will take place on October 28.

Around the Table: Hovanec reported that her library will be reading *The Giver* for their One Book One Village event on October 23; the event will include a program about book censorship and the right to read. She also attended her first Coffee with the Village Board event. Canale reported that Willowbrook's homecoming will take place this weekend, with a parade at 4 pm. Hill reported the library is preparing to order shirts for staff and the Board. Koeller submitted her resignation letter. The Board thanked her for her many years of dedicated service. Matkowski reported his daughter started her first

job. Payton reported she and Leishman attended a tour of Helen Plum Memorial Library. She participated in the Bonnie Scahill Run, the music trivia event at Parks & Recreation center, and the District 45 run. Luebker reported she has been a football grandma and has attended many games.

Adjournment: McCleary moved to adjourn. Canale seconded. Motion carried on a voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 8:32 pm.

Respectfully submitted,

Matt Matkowski
Recording Secretary