VILLA PARK PUBLIC LIBRARY / BOARD OF TRUSTEES
Regular Meeting
Villa Park Public Library
Minutes
October 28, 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, Jennifer Hovanec, Laura Leishman, Dianne Luebker, Mark McCleary, Erin Payton, Teresa van Oort (via videoconference)

Trustees Absent: None

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

Appointment of Library Board Vice President: Leishman was appointed Library Board Vice President.

Approval of the Minutes of the September 23, 2026 Regular Board 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 October 3, 2026 Special Board Meeting: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. After a brief discussion, the motion carried on voice vote.

Report of the Board President: Luebker reported it has been a busy month. She met with library administration regarding applications for the trustee appointment. Then at the October 3 meeting, she met with the candidates, assisted in selecting one, and then called the applicants with the results. Met with the library director to discuss bank signers. Attended the ILA Conference Trustee Day with Leishman, a 1-day roundtrip to Peoria. Luebker attended Autumn Fest on October 10 and attended the Lion's Club spaghetti dinner. She also attended the October Friends of the Library Meeting and attended the ribbon cutting of the Story Stroll, which was a well-attended event. Attended the October 24 committee of the whole meeting regarding policy review.

Committee Reports: Hill reported that staff are working on the rest of the employee policies and an AI policy. May schedule a Finance Committee meeting in early December to look at draft budget amendments.

Treasurer's Report: Canale reported that she and Leishman reviewed the checks register on October 27, and that all questions about it were answered by Hill.

Approval of bills/check register for October 2026 (FY 2026) in the amount of $147,477.08: Canale moved to approve the check register for October 2026 in the amount of $147,477.08. McCleary seconded the motion. A discussion was held regarding computer purchases, background checks, programs, and the last architect payment. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion Carried.

Financial Reports: There was some discussion on the monthly financial report and library website.

RAILS News: Hovanec reported on upcoming RAILS initiatives and continuing education opportunities for trustees, as well as some ILA updates.

Legislative Update: Payton reported on local Village updates.

Professional Development: Canale completed a training regarding patron safety. Leishman and Luebker attended Trustee Day at the ILA Annual Conference in Peoria.

Report of the Friends of the Library Liaison: Leishman reported on recent donations, the Story Stroll, and Dolly Parton Imagination Library. She discussed upcoming Friends fundraisers and events.

Report of Gifts and Programs Sponsorships: None

Correspondence: None

Letters to Departing Staff Members & Thank You Letters: None

Deputy Director's Report:
Meetings:

- Attended weekly management meetings.
- Attended bi-weekly update Zoom meetings with donor Dr. Tugana.
- Attended iPrime Tax Levy webinar.
- Attended LACONI Unconference.
- Attended Court Library Access Program Welcome webinar.
- Attended Apple of Our Y event.
- Attended Board Interview finalization meeting.
- Attended Friends of the Library Meeting.
- Attended Reaching Forward North committee meeting.
- Attended "Tools for De-Escalation" webinar.
- Attended "Thinking Through AI Policy for Your Library" webinar.
- Attended Assistant Directors quarterly meeting.
- Attended "When the Storm Comes: Preparing Communities with Ready NOW" webinar.

ILA Conference:

- Attended the full ILA conference with two VPPL staff members.
- Learned a lot from several exciting panels such as "Procurement 101: Confident Contracting", "Think Like a Retailer: Test and Improve Library Spaces Before You Commit", "When

Programming Gets Complicated: Tools for Navigating Community Response", and "Trustee Orientations, Board Retreats, and Self-Evaluations".

Rotary:

- Attended weekly Rotary meetings.

Board Meetings:

- Edited meeting minute drafts for the September Board meeting.
- Helped create agendas for October Board meetings.

Miscellaneous:

- The social media video team created its first video, promoting the Dolly Parton Imagination Library. Ideas are being generated to produce further videos.
- Reviewed/suggested changes/approved text for marketing items.
- Assisted approving payroll and check register.
- Counseled management staff regarding various issues.
- A new batch of donor tree leaves were received from Addison Engraving and were installed by Michael.

Director's Report

Board:

- Ongoing: Hill is working with BMO on updating the bank signators to these accounts.
- The Village Board approved dropping the grandfathered PPO health care plan. The increase for the BCO PPO and the HMO will be 18% (not 34% as projected with the grandfathered plan). Hill and Matkowski plan to review the salary and benefits budget lines for next year to determine if the library can retain a full-time position that will be vacated.
- Michelle Hoffmann will be retiring on January 15.
- Hill discussed the board vacancy with the library attorney. Attorney indicated that the Board Secretary can complete the form the county provided for the vacancy.
- The Village Finance Director resigned on October 16. The Director of Parks and Recreation has found a new position and will be leaving the week of October 26. Assistant Village Manager Michael Guerra called and confirmed the tax levy numbers for the library.
- Staff will begin to work on the per capita grant application next month.
- Consumer Price Index is running at 3.7%.
- Hill and Hubbard continue to work on the library history timeline.
- Resolution for Wanda Koeller is below.

Staff:

- Penelope Fuente accepted the part time Youth Associate position vacated by Ramsha Raees.
- Claire Hoffman accepted the part time Youth Associate position vacated by Leo Sansone. Sansone will remain on the payroll as a substitute associate.
- Ongoing: 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 Library child clothing swap went very well.

- Kiwanis Spaghetti dinner is scheduled for Friday, November 13. The Willowbrook play that follows is Hadestown: Teen Edition.
- Rotary Holiday dinner is scheduled for Tuesday, December 1 at Allegra. Hill will send the flyer when it is available.
- Rotary and Friends are planning another trivia night. Working on a date for inclusion in the next newsletter.
- Luebker and Hill supported the Lions Club of Oakbrook Terrace at their Pasta Dinner held on Saturday, October 17.

Services:

- Story Stroll was installed on October 22 and the Ribbon Cutting was held on October 23.
- Early voting started on Monday, October 19.
- Staff are investigating replacing the credit card machine with a Square account/device.
- Matkowski and Treece are working with Dr. Tugana on the author visit which will be at Willowbrook High School on Friday, January 29 in the a.m.

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 was made. There is a one-year warranty on the landscaping. There are a number of plants to replace.
- McMahon took the van in for service. Some service was not covered by the service warranty.

Hill also reported on updated bank signatures, healthcare updates, staff holiday party, early voting, and the Court Library Access Center program.

New Business:

Approval of Resolution honoring Wanda Koeller for her years of service as Library Trustee from 2017 to 2026. McCleary moved to approve the Resolution honoring Wanda Koeller. Canale seconded the motion. The motion carried on a voice vote.

Approval of Employee Handbook Policies 400-414, 417-436, 439-455, 456, 458-459 (Employment at Will, EEO Statement, Non-Discrimination, Access to Personnel Files, Reference & Checks, Filling Positions, Hiring Minors, Classifications, Open Door Communication, Resignations, Hours of Work, Employee Time Records, Attendance & Punctuality, Overtime, Recommended Conduct, Smoke-Free Workplace, Substance Use & Abuse, Misconduct, Appearance & Presentation, Use of Electronic & Telephone Equipment, Use of Mobile Devices, AI Use Policy, Paychecks, Pay Deductions, Salary & Wage Increases, Tuition Reimbursement, Rest Periods, Meal Periods, Holidays, Personal Days). McCleary moved to approve Employee Handbook Policies 400-414, 417-436, 439-455, 456, 458-459. Payton seconded the motion. There was some discussion regarding the policies. The motion carried on a voice vote.

Discussion and Approval of Library Board Meeting Schedule for 2027: McCleary moved to approve the Library Board Meeting Schedule for 2027. Leishman seconded the motion. There was some discussion regarding the schedule and dates were selected. The motion carried on a voice vote.

Discussion and Approval of Library Closings for 2027/Early 2028. McCleary moved to approve the Library Closings for 2027/Early 2028. Payton seconded the motion. There was some discussion regarding the closing dates. The motion carried on a voice vote.

Unfinished Business: None.

Planning of Future Meetings: The next Regular Board Meeting will take place on November 23, 2026.

Around the Table: Payton discussed the possibility of partnering with a downstate sister library, that she joined the Friends of the Library, and took 4th place in the puzzle competition. Hovanec will spend Friday in Batavia for high school playoff football and that the LaGrange Rotary Club will be hosting an Emmy winning speaker. Leishman reported that she is halfway through a week off, decorated for Halloween, purchased bags of cotton candy to give out on Halloween, and will be teaching a card class on Sunday. Luebker reported that she received a new AC unit.

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 8:13 pm.

Respectfully submitted,

Matt Matkowski
Recording Secretary