

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
July 9, 2020**

Call to Order: President Hubbard called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:04 p.m.

Trustees Present: Deborah Canale, Steve De La Rosa, Pat Hubbard, Wanda Koeller, Dianne Luebker, Mark McCleary.

Trustees Absent: Tammy Hensley.

Also Present: Sandra Hill, Library Director; Kandice Krettler, Recording Secretary.

Introduction of Visitors: Graham Harwood, CCS International.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

[Canale arrived at 7:06 p.m.]

Building Renovation/Expansion Reports: Harwood reported:

- The building punch list was eleven pages. It is now down to nine pages, two pages of which are landscaping issues.
- The temperature in the Quiet Reading Room has not been regulated, and it was discovered that there is a bad sensor in the rooftop unit that heats and cools this space.
- Work still needs to be done in the Board Room and Administration office to regulate the temperature between the two spaces.
- The window for the Outreach Office door needs to be installed.
- A few roof leaks have been discovered. Anthony Roofing was out yesterday to look at a few spots where water has been found.
- Landscaping has been a problem from the beginning. Hoppy's is scheduled to be out today to weed the grounds.
- Lighting schedules are still being adjusted.
- Harwood recommended the Library Board find a maintenance company for the HVAC system, the bioswale, and landscaping of the grounds for routine maintenance.

The Board directed Hill and Harwood to compose a letter to Wight Construction reiterating the dissatisfaction with the landscaping and all of the issues that staff have been trying to work on getting resolved.

Approval of the Minutes of the March 12, 2020, Policy Committee Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the May 6, 2020, Regular Meeting: McCleary moved the minutes be approved. De La Rosa seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported she and Hill have met several times to discuss the building and updates. Hubbard also reported Hensley has tendered her resignation effective immediately due to personal reasons. Hill will work on posting the vacancy to the website and social media.

Committee Reports: The Finance Committee needs to meet before the next meeting to review the annual audit. A representative from the audit firm will be in attendance at the next regularly scheduled Library Board meeting. The Finance Committee meeting will meet on Thursday, July 16 at 10:30 am in the Jelf Room.

Report of the Treasurer: McCleary stated he had reviewed the check register for May 7, 2020 to June 30, 2020 (FY 2020) and all was in order.

Approval of bills/check register for May 7, 2020 to June 30, 2020 (FY 2020) in the amount of \$244,297.74: McCleary moved to approve the check register for May 7, 2020 to June 30, 2020 (FY 2020) in the amount of \$244,297.74. Canale 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: The FY 2019 Annual Treasurer's Report was reviewed.

RAILS News: Krettler reported there were some upcoming continuing education events including: "It's Our Time to Shine! The Difference We Can Make As Future Ready Librarians" scheduled for Tuesday, July 14 from 10:00 am – 11:30 am, as well as a program called "How To Tackle Social Media in the Time of Coronavirus & Times of Unrest" scheduled for Thursday, July 16 from 11:00 am – 12:30 pm. RAILS also shared that there will be another REALM Project Update in late July. The second round of test results will be announced. Five items have been selected for round two of Battelle lab testing to determine the length of time the COVID-19 virus may live on the surface of these porous materials. Testing began June 23.

Legislative Update: A brief discussion was held about the process for potential candidates for the Library Board vacancy and how they would need to circulate their petitions for signatures next spring with COVID-19 challenges.

Professional Development: Koeller reported that she had viewed a webinar that Hill shared called "Every Vote Counts".

Report of the Friends of the Library Liaison: Luebker reported that the Friends haven't had too many meetings due to COVID-19. The next dine-out will be held at Kyle's Corner (506 E St Charles Rd) on Wednesday, August 19 from 11:00 am – 8:00 pm. 10% of the sales will be donated from this date and time back to the Friends. The Friends are offering a 25% discount if members renew their membership or new members sign-up.

Report of Gifts and Programs Sponsorships: Hill noted two gifts were received.

Correspondence: The Board reviewed correspondence from the Illinois Library Association Legislative Update, which noted that the Per Capita Grant was increased and that the library should look to receive about \$32,000 this year.

Letters to Departing Staff Members & Thank You Letters: Letters were sent to former staff members Dunn and Lampo.

Library Director's Report: Hill reported the library would need to work on developing a teleworking during a pandemic policy and highlight expectations for staff.

Strategic Plan Update: None.

New Business:

Approval of New Policy: Policy 701.2 Library Card Accounts: McCleary moved Policy 701.2 Library Card Accounts be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revisions to Current Policies: Policy 530.2, Study Rooms and Group Collaboration Room (GCR); Policy 568, Patron Conduct; Policy 570.3, Sales Promotion Literature Found in the Library or in Library Materials or on Cars in the Parking Lot; Policy 731, Schedule of Fines and Fees; Policy 736.5, Refunds for Lost Materials: McCleary moved Revisions to Current Policies: Policy 530.2, Study Rooms and Group Collaboration Room (GCR); Policy 568, Patron Conduct; 570.3, Sales Promotion Literature Found in the Library or in Library Materials or on Cars in the Parking Lot; Policy 731, Schedule of Fines and Fees; Policy 736.5, Refunds for Lost Materials be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval to Remove Existing Policies: Policy 405, Job Descriptions; Policy 410.5, Rehiring Former Employees – Calculating Vacation Credit; Policy 574, Circulating Petitions in the Library; Policy 753, Delinquency above \$10. McCleary moved Approval to Remove Existing Policies: Policy 405, Job Descriptions; Policy 410.5, Rehiring Former Employees – Calculating Vacation Credit; Policy 574, Circulating Petitions in the Library; Policy 753, Delinquency above \$10 be approved. Koeller seconded the motion. The motion carried on voice vote.

Approval of Purchase of Two Luxer One Locker System in the amount of \$24,687.80 (\$18,963.80 for lockers and \$5,724.00 for 3 year service agreement). McCleary moved to approve the Purchase of Two Luxer One Locker Systems in the amount of \$24,687.80 (\$18,963.80 for lockers and \$5,724.00 for 3 year service agreement). Canale 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.

Planning of Future Meetings: Hubbard noted the Finance Committee will meet on Thursday, July 16, 2020 at 10:30 am. The Policy Committee Meeting will meet on Monday, July 20, 2020 at 10:30 am. The next Board meeting would be Wednesday, July 29, 2020 at 7:00 pm.

Around the Table: Canale reported she and her family are attending baseball tournaments on the weekends; De La Rosa reported he enjoyed the 4th of July with family members; Hubbard reported she had a nice 4th of July; Koeller shared she recently learned about a grant through the state to assist with adult literacy; Luebker shared that a friend mentioned she loved the shower curtain hanging in the lobby area and wondered where it was purchased from; McCleary mentioned that his summer had been all planned, but everything has changed due to COVID-19.

Adjournment: McCleary moved to adjourn. Koeller seconded the motion. The motion carried on a voice vote. The meeting of the Board of Trustees of the Villa Park Public Library adjourned at 9:10 p.m.

Respectfully submitted,

Kandice Krettlar
Recording Secretary