

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
February 22, 2023**

Call to Order: Vice-President Koeller called the regular meeting of the Villa Park Public Library Board of Trustees to order at 7:00 p.m.

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

Trustees Absent: Pat Hubbard.

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

Introduction of Visitors: None.

Public Participation: Village Trustee Jack Kozar introduced himself to the Library Board.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the January 25, 2023 Annual Board Meeting: McCleary moved the minutes be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the January 25, 2023 Regular Board Meeting: Hovanec moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the February 2, 2023 Strategic Planning 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 February 11, 2023 Policy Committee Meeting: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Report of the Board President: None.

Committee Reports: The Policy Committee met on Saturday, February 11, 2023. The next Policy Committee meeting will be Saturday, May 6, 2023 at 9:30 a.m. The next Strategic Planning Committee meeting will be held on Thursday, March 2, 2023 at 6:00 p.m. The Finance Committee will look to meet in April to review budget amendments and the capital replacement plan.

Report of the Treasurer: McCleary stated he had reviewed the check register for February, 2023 (FY 2023) and all was in order.

Approval of bills/check register for February, 2023 (FY 2023) \$106,680.75: McCleary moved to approve the check register for February, 2023 (FY 2023) \$106,680.75. Hovanec 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: None.

RAILS News: Krettler reported Monica Harris is the new RAILS' Executive Director.

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Luebker reported the Cocoa Crawl is this coming Saturday. Luebker will provide an update next month. The Spring Craft & Vendor Fair will be held on Sunday, May 7. The Friends & Rotary Trivia Night will be held on Thursday, March 16 at 7 p.m. at Crazy Pour.

Report of Gifts and Programs Sponsorships: Two donations were received.

Correspondence: Reports to the Village were shared.

Letters to Departing Staff Members & Thank You Letters: None.

Deputy Director's Report:

- Hoffmann and Krettler have been preparing for the Cocoa Crawl event scheduled for Saturday, February 25. As of 2/17/23, we have sold 148 tickets. Hoffmann has been taking the lead on preparing for this event.
- Krettler attended the Strategic Planning Committee meeting on Thursday, February 2 from 6-7 p.m.
- Krettler attended the Village Manager's Book Discussion on Friday, February 3 from 11- 12:30 p.m.
- Krettler met with Fuel & Crème on February 7 to talk about a potential collaboration on an adult program at their location in the summer. We are discussing a "Paint & Sip" Program.
- Krettler attended the Friends of the Villa Park Library meeting on Wednesday, February 8 from 7-8:15 p.m.
- Krettler attended the Policy Committee meeting on Saturday, February 11 from 9:30-11:15 p.m.
- Krettler attended the Staff In-Service Planning Committee meeting on Tuesday, February 14 from 2-2:30 p.m.
- Krettler met with Erica Craig, the Director of Biliteracy of DuPage High School District 88 to discuss library services and potential partnerships on February 15 from 2-2:45 p.m.
- Krettler met with Matthew Hoffman from the Hamdard Health Alliance in Addison to discuss potential partnership opportunities from 3-3:30 p.m. on February 16.
- Krettler has been meeting with Circulation/Outreach Services staff to discuss goals during the week of February 13-17.
- Hoffmann and Krettler have been meeting the Pages to discuss goals during the week of February 13-17.

Library Director's Report:

Board:

- Policy Committee met on Saturday, February 11 at 9:30 a.m. A number of policies are presented for approval. The next meeting is scheduled May 6 at 9:30 a.m.
- Hill would ask the Finance Committee to consider a meeting sometime in April in order to look at updates to the capital replacement plan and budget amendments.
- Strategic Planning Committee met on February 2 at 6:00 p.m.
- The collection management plan is due to be revised this upcoming year. Staff will start drafting revisions. We would anticipate enlarging our large print collection and downsizing our audiobook collection.
- ALA is in Chicago this year. <https://2023.alaannual.org/rates-and-registration>. Some staff will attend the full conference and others will attend the exhibits. Staff are holding off on registrations until we can determine if single day attendance would make sense for some.
- LACONI Trustee Banquet information can be found here: <https://www.eventbrite.com/e/laconi-trustee-banquet-tickets-522121317917>
- Hill attended the February 9 Joint Review Board for the proposed new St. Charles TIF district.

Staff:

- The staff In-Service day committee is comprised of A. Davis, N. Gergets, D. Kuhr, and M. Rountree. The Committee recommends a visit to Cantigny Museum this year.

- J. Jansen has a new part time Public Services Associate. Kayleigh Sansone has started work in the Youth Services Department in February.
- S. Hill and K. Krettler anticipate interviewing candidates for the Public Information Coordinator position in the next two weeks.

Kiwanis/Rotary/Lions/Chamber/Outreach

- Rotary: Trivia Night with the Friends of the Library will be held on March 16 at Crazy Pour.
- Kiwanis: The club bowled on Saturday, February 4.

Services:

- The Environmental Concerns Commission sponsored the Cocoa Crawl paper cups for the participating businesses.
- J. Sand has been in contact with TBS regarding issues with the credit card payment on the new coin-op tower.
- S. Hill and K. Krettler met with a potential donor on Monday, February 13.

Building Update:

- Ongoing: Gabel Schubert is finalizing the donor tree
- Most of the interior electric work for the generator was completed in February.
- Elevator, fire testing and inspections will be the focus for the next couple of months.
- The appraisal of the building and its contents was considerably higher this year than last year. We will be invoiced for additional liability insurance.
- McMahan and Hill discussed with a vendor the possibility of adding a water connection near the statue area and some type of sprinkler system to the south side of the library.
- Bolder Lawns will be working on a couple different quotes for the frog statue and planting area.

Wayfinding:

- We did add signage to assist with wayfinding in the Adult Services Department as well.
- There will be some additional nonfiction signage next month.

New Business:

Disposal of Library Furniture and Equipment: McCleary moved to approve the disposal of obsolete, unneeded, and/or damaged furniture and equipment consisting of one UPS battery backup. Luebker 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 Renew Library Service to the City of Oakbrook Terrace (Letter and Rider from City of Oakbrook Terrace included): The annual single family residence fee has been increased to \$281.12, plus a service fee of \$4.03 (total of \$285.15), effective May 1, 2023 and the annual apartment fee shall be \$229.98, plus a service fee of \$4.03 (total of \$234.01). The Oakbrook Terrace City Council approved the Rider at their January 24, 2023 meeting. McCleary moved to approve to renew library service to the City of Oakbrook Terrace. De La Rosa seconded the motion. A Roll Call vote of the six members in attendance was taken: Yes-6; No-0; Abstain/Present-0. Motion Carried.

Annual Reports: McCleary moved the annual report for the Village Board and the State Library (IPLAR: Illinois Public Library Annual report) be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of New Policy 440, Voting Leave: McCleary moved New Policy 440, Voting Leave be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of New Policy 466, Use of Library Vehicle for Library Business: McCleary moved New Policy 466, Use of Library Vehicle for Library Business be approved. Canale seconded the motion. The motion carried on voice vote.

Approval of New Policy 566, Noise Level Zones: McCleary moved New Policy 566, Noise Level Zones be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 340, Authority to Close the Library During Extreme Conditions: McCleary moved Revised Policy 340, Authority to Close the Library During Extreme Conditions be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revised Policy 477, Membership and Dues: McCleary moved Revised Policy 477, Membership and Dues be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Removal of Policy 434, Pay During Emergency Closing: McCleary moved Policy 434, Pay During Emergency Closing be removed Luebker seconded the motion. The motion carried on voice vote.

Discussion of Staff Recognition: A discussion was held about Staff Recognition during the Library Director's Report.

Unfinished Business: None.

Planning of Future Meetings: Koeller noted the next Board meeting is Wednesday, March 22, 2023, at 7:00 p.m. The next Strategic Planning Committee meeting will be held on Thursday, March 2, 2023 at 6:00 p.m. The next Policy Committee meeting is scheduled for Saturday, May 6, 2023 at 9:30 a.m.

Around the Table: Luebker asked about a sewing machine purchased for the library. Hill replied it was for circulation to patrons as part of the Creative Crafters kits; McCleary indicated concern with the election ballot; Hovanec shared the title of the latest book she read, *Safe Enough to Soar* by Frederick A. Miller; De La Rosa shared details about the upcoming Spaghetti Dinner for the Scouts on Sunday; Koeller shared she has had two plumbers on different days addressing issues at her home.

Adjournment: McCleary moved to adjourn. Canale 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 8:35 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary