

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
April 24, 2024**

Call to Order: Hubbard 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, Pat Hubbard, Mark McCleary, Wanda Koeller.

Trustees Absent: Dianne Luebker.

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

Introduction of Visitors: None.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the March 27, 2024 Regular Board Meeting: McCleary moved the minutes be approved as presented. De La Rosa seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the April 13, 2024 Policy Committee Meeting: McCleary moved the minutes be approved as presented. De La Rosa seconded the motion. The motion carried on voice vote.

Report of the Board President: Hubbard reported it's been a quiet month. Hubbard and Hill attended the Village Board Meeting on April 8 for the National Library Week Proclamation and to give the Village Board a brief update on things happening at the library.

Committee Reports: The Policy Committee met on Saturday, April 13, 2024 to discuss policies on tonight's agenda. Hill is working on drafting a Tuition Reimbursement Policy. The Finance Committee will plan a meeting after the draft audit has been received.

Report of the Treasurer: McCleary stated he had reviewed the check register for April, 2024 in the amount of \$87,326.59 and all was in order.

Approval of bills/check register for April, 2024 (FY 2024) \$87,326.59: McCleary moved to approve the check register for April, 2024 in the amount of \$87,326.59. Koeller 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: Hovanec reported RAILS filled the Member Engagement Specialist position. RAILS Board Elections are coming up.

Legislative Update: De La Rosa reported trustees should keep an eye on the American Library Association's budget news. It has been reported that next year's budget could be a lot less from Congress.

Professional Development: Hovanec also reported the LACONI Trustee banquet seats are filling up quickly.

Report of the Friends of the Library Liaison: Canale reported the Friends had a good meeting. The Friends are working on updating the membership brochure. Mini-golf plans are underway. Elections were held. The Friends currently have a good bank balance due to several fundraisers which were held recently (Lou Malnati's, St. Nick's Mart, and the Spring Craft & Vendor Fair).

Report of Gifts and Programs Sponsorships: One Adopt-A-Magazine gift was received. Two donations were received in memory of a loved one.

Correspondence: None.

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

Deputy Director's Report:

Rotary:

- Krettler has been attending the weekly Rotary meetings held from 12:15-1:15 p.m. at Crazy Pour. Hill and Krettler will begin alternating weeks of attendance in April.

Programming/Events/Activities:

- Krettler attended the Public Library Association (PLA) Conference in Columbus, Ohio from Wednesday, April 3-Friday, April 5. A report of takeaways from the PLA Conference is attached to this report.
- Hoffmann and Krettler collaborated on plans for National Library Week giveaways. Patrons will be able to participate in a Plinko game, with a variety of giveaway items, and we will also have lollipop trees at both Service Desks to celebrate.
- Krettler attended the monthly Friends of the Villa Park Library meeting on Wednesday, April 10 from 7-8:30 p.m. Preparations are underway for the Spring Craft & Vendor Fair on Sunday, May 5.
- Plans are in the works for Tee Time at the Library as part of the Summer Reading Program Kickoff on Saturday, June 1 (21+ event) and Sunday, June 2 (All Ages). We are partnering with Tri-Town YMCA on this event.
- Krettler has been attending the weekly Administrative staff meetings on Tuesdays from 8:45-9:30 a.m. with Hill, Rose, Turner, and Delaney.

Miscellaneous:

- Krettler and Hoffmann have been holding interviews for a part-time Library Page.
- New Circulation/Outreach Services staff member, Addie Nofal, started her new position on Monday, April 1. We are very happy to have her join the library staff.
- Krettler sat in on interviews for the full-time Readers Advisory Librarian with Sean Birmingham, Public Services Department Head, during the last week of March.
- Krettler will attend the Policy Committee meeting on Saturday, April 13 from 9:30-11 a.m.
- Luxer One Update: Unfortunately, we received word that Luxer One will be stopping the integration work with Sirsi Dynix into our locker system.

Library Director's Report:

Board:

- Reminder: The LACONI Trustee Dinner is scheduled for Friday, May 3 from 6-9 p.m. Hill asked the Board members to let her know if anyone would like to attend.
- The Policy Committee met on April 13 to review the policies included in the Board packet. They also discussed drafting a tuition reimbursement policy. The next meeting is June 22nd at 9:30 a.m.
- Lauterbach and Amen have indicated they will be adding \$1000 to the cost of the audit for the new GASB96 standards. Staff received notice via email at the beginning of April. There had been no mention of this increase during the initial discussion and the subsequent fieldwork. Staff are preparing a RFP for audit services for next year.

Strategic Plan Update:

- Department Heads will meet with the architects (virtual meeting) on May 9 to review strategic plan objectives and building concerns.
- Ongoing: The donor wall and giving opportunities will be highlighted in the fall newsletter.

Staff:

- Margaret Balwierz accepted the full time Readers Services Librarian position. She started on April 15.
- Eight staff members attended CPR/AED training on Friday, April 19.
- Hill and Bradford continue to cover the Mystery Readers and RomCom book discussions. The RomCom book discussion will be on hiatus this summer.
- Hill and Krettler attended the Village Manager's book discussion on April 19.

Kiwanis/Rotary/Lions/Chamber/Tri-Town/Other Outreach

- Kiwanis Club has started their annual Vidalia onion fundraiser.
- Krettler has been working on the Tee Time at the Library event. We will be shifting the Family Fun day to no cost for individuals to attend. There was a concern voiced by a patron that we were excluding children from attending summer reading by asking for payment on tickets. Staff discussed with the Tri-Town YMCA and we determined to not charge for Sunday. Staff will work on publicity.
- Hubbard and Hill attended the intergovernmental meeting on April 11.

Services:

- The next issue of *The Resource* will be finalized tomorrow. Staff will register patrons for adult and youth programs on different days of the week.
- The collection management plan is slated for updating this year. We anticipate working on it this fall.

Friends:

- Friends have a new President, Laura Leishman, and are preparing for the Spring Craft & Vendor Fair.

Building Update:

- McMahan has had to have GoldyLocks out to service a couple of doors this past month.
- The windows will be washed this spring.
- Staff have scheduled for the vestibule and lobby carpeting to be replaced on May 17. The library is closed that day for staff In-Service.

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 electric coin counter/sorter. 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.

Approval of Revisions to Policy 190, Hours of Operation: McCleary moved to approve the revisions to Policy 190, Hours of Operation be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 310, Purchasing Policy: McCleary moved to approve the revisions to Policy 310, Purchasing Policy be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 401, Librarian in Charge: Chain of Command: McCleary moved to approve the revisions to Policy 401, Librarian in Charge: Chain of Command is approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 643, Public Information, Services, and Networks: McCleary moved to approve the revisions to Policy 643, Public Information, Services, and Networks Policy be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 710, Loan Periods, Renewal Periods, and Limits of Materials: McCleary moved to approve the revisions to Policy 710, Loan Periods, Renewal Periods, and Limits of Materials Policy be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 711, Laptop Checkout Policy: McCleary moved to approve the revisions to Policy 711, Laptop Checkout Policy be approved as presented. Koeller seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the next regular Library Board meeting would be held on Wednesday, May 29, 2024 at 7:00 p.m. The Policy Committee will meet on Saturday, June 22 at 9:30 a.m.

Around the Table: Hill shared she is looking forward to having her bedroom painted. Koeller shared she had her back steps rebuilt. Hovanec shared she attended a session Alexi Giannoulis held with librarians and he mentioned that there is some push back on the bill that classifies library staff like teachers. The bill would give law enforcement and State's Attorneys the tools needed to charge a threat made against a library or a public employee in the same manner that currently exists for schools and elected officials.

Adjournment: McCleary moved to adjourn. Hubbard 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 7:59 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary