

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
May 29, 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, Dianne Luebker, Mark McCleary, Wanda Koeller.

Trustees Absent: None.

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 April 24, 2024 Regular Board Meeting: McCleary moved the minutes be approved as presented. Canale seconded the motion. The motion carried on voice vote.

Report of the Board President: None.

Committee Reports: The Policy Committee will meet on Saturday, June 22 at 9:30 a.m. A Finance Committee meeting will need to be scheduled.

Report of the Treasurer: McCleary stated he had reviewed the check register for May, 2024 in the amount of \$104,176.66 and all was in order.

Approval of bills/check register for May, 2024 (FY 2024) \$104,176.66: McCleary moved to approve the check register for May, 2024 in the amount of \$104,176.66. Luebker seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried.

Financial Reports: None.

RAILS News: Hovanec reported the RAILS Board election ended on Friday. There had been good participation; there was the largest number of candidates received, which was good! Hubbard shared she enjoyed the LACONI Trustee Dinner; the program was excellent!

Legislative Update: None.

Professional Development: None.

Report of the Friends of the Library Liaison: Canale reported she attended last month's meeting. The Friends are working on scheduling a Dine Out Fundraiser at Crazy Pour in September. They are checking on availability with Crazy Pour. The Spring Craft & Vendor Fair went very well.

Report of Gifts and Programs Sponsorships: Seven Adopt-A-Magazine gifts were received. One donation from the Friends of the Villa Park Library was received.

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.

Programming/Events/Activities:

- Krettler attended the monthly Friends of the Villa Park Library meeting on Wednesday, May 8 from 7-8:30 p.m.
- Krettler and Hill met with staff from Tri-Town YMCA for an update on Tee Time Event planning. This event will be held on Saturday, June 1 (21+ event) and Sunday, June 2 (All Ages).
- Krettler has been attending the weekly Administrative staff meetings on Tuesdays from 8:45-9:30 a.m. with Hill, Meg Rose, Carolyn Turner, and Cheryl Delaney.
- Krettler has been attending weekly meetings on Thursday mornings from 9-9:30 a.m. with Hill and Aurora Slinkman to discuss priorities for PR tasks
- Krettler assisted with the set-up of the Narcan Training program on Monday, May 6 from 7-8 p.m. which was open to the public. There were 25 patrons in attendance.
- Krettler attended the staff meeting with the architect firm on Thursday, May 9 from 9-11:30 a.m. to review input from staff.

Miscellaneous:

- Krettler and Michelle Hoffmann have hired a new Library Page who starts on Monday, May 13. The Circulation/Outreach Department is now fully staffed.

Library Director's Report:

Board:

- The next meeting of the Policy Committee will be on June 22 at 9:30 a.m. The committee will be reviewing a draft tuition reimbursement policy, code of conduct, conversation zone, and salary increase policies.
- Hill and J. Wilkey from Lauterbach discussed the audit and invoicing.

Agenda Items

- ***Nonresident Library Card Participation.*** Per Illinois Law, the Library Board of Trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months (July 1, 2024-June 30, 2025). The fee formula for the non-resident card would be the Tax Bill Method. Explanation of nonresident fee options including the tax bill method can be found on the RAILS web site.
- ***Disposal of Library Equipment and Furniture:*** The 3D printer is broken but Harper College is willing to pick up the printer and use it for parts.

Strategic Plan Update:

- Department Heads met with the architects (virtual meeting) on May 9 to review strategic plan objectives and building concerns.
- Staff met virtually with two firms regarding web site accessibility.

Staff:

- Madelyn Baygood and Val Garay are working on a temporary basis this summer to assist with paging and summer reading club events.
- Eight staff members attended CPR/AED training on Friday, April 19.
- Hill and John Bradford continue to cover the Mystery and RomCom book discussions. The RomCom book discussion will be on hiatus this summer.
- Krettler will be assisting the Village Manager with the setup of the leadership academy groups on May 23.

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

- Kiwanis is gearing up for the summer concerts. Mike Harter will be joining Kiwanis.
- Jean Jansen will be joining the Lions Club.
- Tee Time will be Saturday, June 1 and Sunday, June 2 (family event).

Services:

- Staff have started working on the next issue of *The Resource*.

Ongoing: The collection management plan is slated for updating this year. We anticipate completing it this fall. As an aside, there will be a major shift in the youth collections starting this August (with hope).

Friends:

- The Friends held a very successful Spring Craft and Vendor fair was held this year.
- The Friends have a draft copy of their brochure for review. A. Slinkman is working on fine tuning their logo.

Building Update:

- We are working on a solution for the front doors with GoldyLocks. After further conversation with the architects, we would recommend glassing in the second set of doors (facing west).
- The windows will be washed this spring.
- The carpeting was replaced in the lobby, vestibule, and staff entry areas.

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 3D printer and one Nintendo Wii U console and gaming accessories. Canale seconded the motion. A Roll Call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried.

Non-Resident Library Card Participation: Per Illinois Law, the Library Board of Trustees shall annually take action to decide whether to issue non-resident library cards during the ensuing 12 months (July 1, 2023-June 30, 2024). The fee formula for the non-resident card would be the Tax Bill Method. Explanation of non-resident fee options including the tax bill method can be found on the RAILS website. McCleary moved to approve non-resident library card participation. Hovanec seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Executive Session: Semi-Annual Review of Executive Session Minutes: McCleary moved to go into Executive Session to discuss the semi-annual review of Executive Session minutes. Hovanec seconded the motion. A roll call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried. The Board went into Executive Session at 7:51 p.m.

McCleary moved to exit Executive Session. Canale seconded the motion. A roll call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried. The Board exited Executive Session at 7:54 p.m.

Actions, if needed, after Executive Session:

McCleary moved to release the minutes of Executive Sessions dated May 24, 2023 and June 26, 2023. Canale seconded the motion. A roll call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried.

McCleary moved to approve the disposal of verbatim records of Executive Session minutes older than 18 months dated May 25, 2022 and June 22, 2022. Hovanec seconded the motion. A roll call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried.

Executive Session: Personnel Matters: Evaluation of the Library Director: McCleary moved to go into Executive Session to discuss the evaluation of the Library Director. Canale seconded the motion. A roll call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried. The Board went into Executive Session at 7:57 p.m.

McCleary moved to exit Executive Session. Canale seconded the motion. A roll call vote of the seven members in attendance was taken: Yes-7; No-0; Abstain/Present-0. Motion carried. The Board exited Executive Session at 8:59 p.m.

Actions, if needed, after Executive Session:

It was the consensus of the Board to increase Hill's salary by 6%.

Planning of Future Meetings: Hubbard noted the next regular Library Board meeting would be held on Wednesday, June 26, 2024 at 7:00 p.m. The Policy Committee will meet on Saturday, June 22 at 9:30 a.m.

Around the Table:

Canale shared summer is on and things are busy! Hovanec shared details about the LaGrange Pet Parade. De La Rosa was getting his grass cut. Koeller shared the Cortesi Memorial was well done. Luebker shared she renewed her Drivers License online thanks to the Secretary of State. McCleary shared is getting treatment for a medical condition.

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 9:07 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary