

**VILLA PARK PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES
June 26, 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: Steve De La Rosa, Jennifer Hovanec, Pat Hubbard, Dianne Luebker, Mark McCleary, Wanda Koeller.

Trustees Absent: Deborah Canale.

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

Introduction of Visitors: Edwin Rivera, Lauterbach & Amen. Rivera introduced himself and thanked the Board for the invitation to tonight's meeting. Rivera reviewed some highlights from the audit. Rivera went on to report that the audit went well. He stated that Hill, Turner, and team do a great job with the audit prep work, which helps the audit go smoothly and seamless as possible. The auditor's letter reflects clean management letter.

Public Participation: None.

Discussion of Revisions and Amendments to Agenda: None.

Approval of the Minutes of the May 29, 2024 Regular 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 May 29, 2024 Executive Session Meeting: Semi-Annual Review of Executive Session Minutes: McCleary moved the minutes be approved as presented. Luebker seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the May 29, 2024 Executive Session Meeting: Personnel Matters: Evaluation of the Library Director: McCleary moved the minutes be approved as presented. Hovanec seconded the motion. The motion carried on voice vote.

Approval of the Minutes of the June 11, 2024 Finance 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: None.

Report of the Treasurer: McCleary stated he had reviewed the check register for June, 2024 in the amount of \$98,344.69 and all was in order.

Approval of bills/check register for June, 2024 (FY 2024) \$98,344.69: McCleary moved to approve the check register for June, 2024 in the amount of \$98,344.69. 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.

Financial Reports: None.

RAILS News: Hovanec reported HB 4567 which is to include library workers as a protected class passed out of the House. It will move to the Senate next. The Secretary of State is still working out details of the database package. RAILS will be hosting meetups at various libraries in the coming months.

Legislative Update: De La Rosa urged Board members to reach out to their representatives to support HB 4567.

Professional Development: Hovanec joined the Alumni Council at Dominican University. Koeller attended the Illinois Libraries Presents program with Temple Grandin.

Report of the Friends of the Library Liaison: Lubeker reported there will be no Friends meeting in July. There is a newly updated brochure that library staff assisted with. The Friends will hold a Lou Malnati's coupon fundraiser in the fall, as well as a Dine-Out/Trivia Night at Crazy Pour in September.

Report of Gifts and Programs Sponsorships: A donation was received from the Rotary Club of Villa Park.

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. Plans are in motion for the upcoming Installation Dinner held on Tuesday, June 25, 2024 at Francesca's Amici in Elmhurst. The new incoming leadership team will be installed at this event. Hill and Krettler will serve as Co-Treasurers again in the upcoming Rotary Year (2024-25).

Programming/Events/Activities:

- Hill and Krettler have been working closely with Sarah O'Donnell and Holly Zielinski from Tri-Town YMCA to plan the Summer Reading Program Kickoff events, *Tee Time at the Library* scheduled for Saturday, June 1 and Sunday, June 2.
- Krettler sat in on interviews for the part-time Public Services Associate with Sean Birmingham on Monday, June 3 from 2-4 p.m.; Tuesday, June 4 at 1 p.m. & 3 p.m. and Wednesday, June 5 at 11 a.m. & 2 p.m.
- Krettler viewed the RAILS Update and Accessibility Webinar from 10-11:30 a.m. with Department Heads on Thursday, June 6. The Accessibility Webinar highlighted public libraries need to comply with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA. These guidelines are a set of internationally recognized standards developed by the World Wide Web Consortium (W3C) to ensure that digital content is accessible to all users, including those with disabilities. We have until April, 2027 to ensure our website is compliant.
- Krettler has been attending the weekly Administrative staff meetings on Tuesdays from 8:45-9:30 a.m. with Hill, Rose, Turner, and Delaney.

- Krettler has been attending weekly meetings with Hill and Slinkman to discuss priorities for PR tasks on Thursday mornings from 9-9:30 a.m.
- Krettler has been attending weekly Department Head meetings on Thursday mornings from 10-11:30 a.m.
- Krettler led the POMS staff meeting on Wednesday, June 13 from 3-4 p.m. Staff in attendance included: Aurora Slinkman, Jean Jansen, Sean Birmingham, Amity Davis, Margaret Balwierz, and Lisa Vander Naald. Staff in attendance proofread the draft issue of the upcoming *The Resource*, covering the months of September-December, 2024. The POMS staff team will meet again on Wednesday, June 26 from 3-4 p.m. to do one more final group edit.

Library Director's Report:

Board:

- The Policy Committee met on June 22. The committee reviewed a draft tuition reimbursement policy, several other policies were discussed including: Patron Conduct, Noise Level Zones, and Salary and Wage Increases. Committee work will be included in an email later on June 22 for the July board meeting.

Agenda Items

- Policies: Email to Board on June 22 will have the policies on the agenda.
- Audit: Lauterbach will be at the meeting to present the audit for calendar year 2023. *Notes:* Page 33, Debt Service Fund is \$48,811; Page 33 indicates Special Reserve fund. Staff will work with Brian LeFevre to resolve a cash reallocation to reflect the van purchase and the amount in the special reserve fund; Page 46, Net Change in Fund Balance

Strategic Plan Update:

- Ongoing: Review of architect ideas. Department Heads discussed. Hill reached out to Graham Harwood to get additional thoughts.
- Attorney provided accessibility resolution, and other statements.
- Managers are encouraging staff to attend webinars and other training opportunities.
- New braille collection was introduced this past month.
- The Friends have updated their information on the library web site to make donating to the Friends easier.

Staff:

- Fire extinguisher training will be offered at the Friday, August 16 Staff In-Service day.
- Amanda Seidel has accepted the position of Public Services Associate in Adult Services and started her new position on Monday, June 17.
- Hill and Bradford continue to cover the Mystery book discussions.

Kiwanis/Rotary/Lions/Chamber/Other Outreach

- Kiwanis is gearing up for the summer concerts. Night golf will be on Friday, October 4.
- Rotary Installation Dinner was held on Tuesday, June 25 at Francesca's in Elmhurst.

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.
- There will be a major shift in the youth collections starting this August. I have contacted Hallett Movers to see if they can assist in this shift.

Friends:

- The Friends brochure has been updated. The Friends are buying shirts for their core group. In addition, Friends bags will be available for purchase later this year.

Building Update:

- The majority of the windows were washed on June 17th—the company will need to come back to complete the work.

New Business:

FY2023 Audit Review and Approval: McCleary moved to approve the FY 2023 Audit Review and Approval. 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.

Approval of the Resolution Authorizing the Adoption of the Web Content Accessibility Guidelines: McCleary moved to approve the Resolution Authorizing the Adoption of the Web Content Accessibility Guidelines. 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.

Approval of Statement Concerning Accessibility: McCleary moved to approve the Statement Concerning Accessibility be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of Statement Concerning Reasonable Accommodations: McCleary moved to approve the new Statement Concerning Reasonable Accommodations be approved. Luebker seconded the motion. The motion carried on voice vote.

Approval of New Policy 434, Tuition Reimbursement: McCleary moved Approval of New Policy 434, Tuition Reimbursement be approved. Hovanec seconded the motion. The motion carried on voice vote.

Approval of Revisions to Policy 210, Trustee By-Laws, Approval of Revisions to Policy 213, Electronic Attendance, Approval of Revisions to Policy 433, Salary and Wage Increases, Approval of Revisions to Policy 530, Meeting Room Use, Approval of Revisions to Policy 530.2, Study Rooms and Group Collaboration Room (GCR), Approval of Revisions to Policy 566, Noise Level Zones, Approval of Revisions to Policy 568, Patron Conduct, and Approval of Revisions to Policy 568.2, Patron Belongings: McCleary moved to approve the following policies: Approval of Revisions to Policy 210, Trustee By-Laws, Approval of Revisions to Policy 213, Electronic Attendance, Approval of Revisions to Policy 433, Salary and Wage Increases, Approval of Revisions to Policy 530, Meeting Room Use, Approval of Revisions to Policy 530.2, Study Rooms and Group Collaboration Room (GCR), Approval of Revisions to Policy 566, Noise Level Zones, Approval of Revisions to Policy 568, Patron Conduct, and Approval of Revisions to Policy 568.2, Patron Belongings. Luebker seconded the motion. The motion carried on voice vote.

Unfinished Business: None.

Planning of Future Meetings: Hubbard noted the Finance Committee will meet on Monday, July 22 at

3:00 p.m., the next regular Library Board meeting would be held on Wednesday, July 24, 2024 at 7:00 p.m. The Committee of the Whole will meet on Sunday, August 18 at 9:30 a.m., and the Policy Committee will meet on Saturday, September 7 at 9:30 a.m.

Around the Table: Krettler shared she is moving and will be on vacation the second week of July. McCleary wished Sandra Hill, Dianne Lubeker, and himself a Happy Birthday. Pat Hubbard wished everyone a Happy 4th of July.

Adjournment: McCleary moved to adjourn. Luebker 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 8:10 p.m.

Respectfully submitted,

Kandice Krettler
Recording Secretary