

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 19, 2022

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:00 p.m. Monday, September 19, 2022 in Meeting Room #1, President Kyle presiding. Trustee Vlachos entered the meeting at 7:03.

Members Present: Crystal Kyle, Gayle Carr, Tom Stagg, Sara Woiwode, Kris Adams, and Barbara Vlachos

Members Absent: Jordan VonRohr

Staff Present: Amy Harris, Heidi Rhea, Aliesha Pendleton

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #5 (Financial Report and Expenses), 12A (Director Banking Approval), 12B (FY 21/22 Audit), and 12C (FY 21/22 IPLAR) by President Kyle.

Trustee Carr made a motion to accept the consent agenda and seconded by Trustee Adams.

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE AUGUST 15, 2022, REGULAR MEETING BE ADOPTED AS PRESENTED.

Trustee Adams made a motion to accept the Minutes as amended to #17 (Trustee Comment) and was seconded by Trustee Carr.

This passed by a unanimous roll call vote.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR AUGUST BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR AUGUST, IN THE AMOUNT OF \$155,840.57 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Good evening. Great to see you all tonight.

Thank you for joining us last Thursday evening as we had our Meet & Greet with Amy Harris our new Library Director. It was good for us to visit and share our interests and what keeps each of us busy and also to get to know Amy.

I also want to say a huge thank you to Heidi Rhea for stepping in for us these past few weeks to be our Interim Library Director as we went thru the interviewing process and were able to have Amy Harris join our team full time on August 29, 2022. Also, to all of our staff who stepped up and helped each other out in our busy summer session and period of transitions.

The upcoming Illinois Library Association Conference is coming up with Trustee Day being Thursday October 20th. This year's conference is in person at the Donald E. Stephens Convention Center in Rosemont. See if your schedule will allow attending and sign up by the early bird specials of 9/26. Complete registration, hotel and conference schedule can be found at www.ila.org/conference.

We have budgeted for this expense for Trustees so if you can attend, get your sign-up in.

It's never too early to think about our Trustee terms and the upcoming election on April 4, 2023. We have 7 Trustee positions & 6 of them are coming due to vote on in this election. We have 3 slots for the 6-year term, 1 slot for the unexpired 2-year term & 2 slots for the unexpired 4-year term. People wanting to run in the election will need to have 44 signatures on their petition that needs to be turned into the Library between December 12-19, 2022. The information and forms can be found at www.peoriaelections.gov Then click on the Candidate & Party Information, then the Petition Packet, then the Library District. Go there and get your forms & signatures and have them turned in to our Library. Share with this anyone that you think would like to be on our Board of Trustees.

7. COMMITTEE REPORTS

A. Finance Committee

Attendees: Tom Stagg, Crystal Kyle, Amy Harris, Alisha Pendleton

The Finance Committee meeting was called to order at 3:05 September 13, 2022.

The IPLAR Report was presented and discussed. It was turned in the appropriate time frame. This will be presented to the whole Board at the upcoming Board meeting.

We reviewed the audit as presented by Andy at the last board meeting. The committee supports approving the budget. We will be getting Journal entries that are necessary from the Auditors for review at the Board meeting.

At the last Board meeting Andy talked about a transfer from the General Fund and the Maintenance fund to the Special reserve fund. Due to the large dollar amount of the transfer, it is suggested that we vote on the move of the funds.

We did discuss some policies that need a timely review. The review was on the following policies: Authority to spend, Budget and Financial Process and Investment of Public Funds Policy. The discussion looked at some of the language and the changes that might need to be made to the documents. The possibility of a new document to replace these 4 documents was discussed. This will be further discussed at the next finance meeting.

At the last Board meeting we made a change to the check signing process. A new process was discussed with increased security and an electronic approval process. This allows for the approval of the checks via email notification before they are stamped with the signature.

Bonding was discussed and there is to be a follow-up with State Farm about who is covered by the bond and any other details about the Bond.

The Board of Trustee website had some changes made to it. We talked about the addition of the "To e-mail the Library Board of Trustees, send e-mail to: alpha@alphapark.org". This type of wording has been discussed as a censorship issue in the library community. This is going to be changed to new wording to have the patron address all the trustees instead of one mailbox.

The Tort fund was discussed to identify additional items or a portion moved to Tort.

The meeting was adjourned at 4:25 p.m.

Trustee Stagg made a motion to move entire amount of audited unused public library tax monies from the General Fund to the Special Reserve Fund and was seconded by Trustee Adams.

This passed by a unanimous roll call vote.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

8. LEGISLATIVE NEWS

Illinois Library Association is continuing to pursue the Cards for Kids Act. They also are pushing to get library trustees on school boards.

9. DIRECTOR'S REPORT

A. Updates:

- 1) IPLAR Status: Submitted
- 2) Staffing/Personnel:
 - Circ & Tech Manager Position filled
 - Positions posted: Circ assistant, Outreach Specialist, YS Specialist
- 3) Facilities:
 - In Progress:
 - Retaining block permanent solution
 - PA System
 - RFID Tags
 - Safety In-Service
- 4) Community:
 - Limestone High School Homecoming Parade
 - Pumpkin Contest
 - Costume Contest

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

A. Endowment/Foundation/Long-Term Investment

Trustees are encouraged to continue recruiting; will be continued.

B. Decennial Committee

The Decennial Committee met September 7, 2022 at 4:40, There was a quorum present with Trustees Adams, Van Rohr and Stagg present.

The discussion was devoted to brainstorming on what the long term needs of the library and what other governmental agencies could assist. Also discussed where ways the library could assist other agencies.

Discussed were the Cards for Kids legislation and the possibility that other governmental groups could assist with the cost of the unfunded legislation. This was assigned to Trustee Stagg to investigate.

The need for counseling was discussed as this is on many library radars. Trustee Adams was going to investigate this item.

With the Grant team in place in the library the committee would like to assist if they would need cosponsors for any grant requests. One was discussed Project Next Generation Grant from the Illinois State Library that works with YA in coding and other STEAM areas. Cosponsors are needed for that type of grant.

Trustee Stagg was going to talk with a member of the staff at the Soil and Water Conservation District to get information on possible next steps on our erosion issues. To see if we could partner with them or another governmental agency for technical assistance or grants.

There are areas outside the APL District that are unserved. As the Cards for kids act only deals with School age individuals there is a need for additional opportunities. The state statute allows for contractual services between governments to provide library service. This is to be investigated further to assist other areas.

Art in the library has always been a discussion point and looking at grant or partnerships with another agency to provide display hardware to utilize existing spaces for display of works.

Adult literacy issues were discussed and some discussion around the topic. It was felt that this was a discussion we need to have input from Director Harris.

We discussed the current collaborations we have in place with the Village of Bartonville, Limestone Township, Village of Glasford, Hollis Park District, and Limestone Community High School.

Closed the meeting discussing government agencies we need to reach out and see if any cooperation could be a win for the committee. One that came to the forefront was the Peoria County Regional Office of Education.

Meeting was adjourned at 5:15.

12. NEW BUSINESS

- A. RESOLVED, THAT THE BOARD APPROVE DIRECTOR HARRIS TO BE ON THE IMPREST CHECKING ACCOUNT AND OBTAIN BALANCES, MAKE TRANSFERS, AND RECEIVE BANK STATEMENTS ON ALL ACCOUNTS USED BY ALPHA PARK LIBRARY.

The motion passed in the consent agenda.

- B. FY 21/22 Audit

The motion passed in the consent agenda.

- C. FY 21/22 IPLAR

The motion passed in the consent agenda.

13. Closed Session, per 5 ILCS (Open Meetings Act) 120/2 (c) (2)

14. COMMENDATIONS

Director Harris commended Heidi Rhea, Mackenzie Grzesiak, and Devin Flanagin as they were spotlighted for the history podcast in an article on Programming Librarian. The article can be read at <https://programminglibrarian.org/articles/podcasting-preserve-stories-bowen-buliding>.

Trustee Adams commended Interim Director Rhea for her magnificent job in the interim position as it was not an easy task to take on, however she did it with grace.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:28 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

Next regular meeting: Monday, October 17, 2022 at 7:00 p.m.