

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, NOVEMBER 21, 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, November 21, 2022 in Meeting Room #1, President Kyle presiding.

Members Present: Crystal Kyle, Tom Stagg, Sara Woiwode, Kris Adams Barbara Vlachos, and Jordan VonRohr

Members Absent: Gayle Carr

Staff Present: Amy Harris, Aliasha Pendleton, Heidi Rhea

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

Heidi Rhea spoke about exciting events happening within the community. The Limestone Chamber of Commerce took over the holiday lighting contest. The Christmas trees and selfie station were up in the park and was sponsored by the library. She also reminded the community to shop local during the holiday season.

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), 12B (Infectious Disease Policy), and 12C (Request for Reconsideration Form) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE OCTOBER 17, 2022, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR OCTOBER, IN THE AMOUNT OF \$117,502.45 BE ACCEPTED.

FURTHERMORE, BE IT RESOLVED THAT IN THE ABSENCE OF A DECEMBER MEETING, THE EXPENSES FOR NOVEMBER BE PAID IN ACCORDANCE WITH THE STATE PROMPT PAYMENT ACT (30 ILCS 540/), AND BE REVIEWED BY THE BOARD OF TRUSTEES AT THE JANUARY 17, 2022 MEETING.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Hello all and Welcome to our November Board Meeting. We have a lot of activities going on at our Library and it is great to see that our patrons are able to participate in so many programs and enjoy checking out books & all the other services of our library.

I'm looking forward to the upcoming Holiday Season and all the events that will take place in our community and getting together with friends & family.

Thank you all for supporting our Library and being involved in board members. We have a number of items we are going over tonight so we will get busy with that.

7. COMMITTEE REPORTS

A. Finance Committee

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

Meeting was called to order 3:05 P.M.

The public Announcement system was discussed. Of the three (3) proposals the Finance committee agreed with Trustee Adams review of the vendors. The Finance Committee will recommend the bid presented by Thompson Electronics. Discussion was based on the ability to add music through the system and outside speakers for events like Summer Reading. Director Harris is getting the Swank Movie and Music License in January. She had used it in Colorado and will be a great addition to the library. There are sufficient funds in Special Reserve Fund to meet the cost of the new system.

The imprest checking account was discussed and will stay in place. Director Harris will be added to the account. The imprest account is a small account that is used in emergencies.

There were no policy updates at this time.

The Financials were discussed, and all seemed in order. The new signature process is working well. The transfer of funds to Special Reserve fund will take place in November.

The Finance Committee meeting was adjourned at 3:50

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

Attendees: Mackenzie Grzesiak, Devin Flanagan, Sara Woiwode, Amy Harris

Meeting was called to order at 10:30

Fall Programming: Yoga is very popular, doubling classes in winter. Crafting and youth services events are also well attended.

Program Guide Sponsorship: Need a policy. Amy will look into this. Ad space should be no bigger than a business card.

Updating "note from the director" in the program guide, it will now be "peek behind the shelves" and will feature a different staff member.

Giving Tuesday: As of this meeting we are at \$8,058.87. We will begin selling key chains using leftover materials from library stock.

Meeting adjourned a 10:50.

8. LEGISLATIVE NEWS

None.

9. DIRECTOR'S REPORT

A. Updates:

1) Staffing/Personnel:

- We are currently fully staffed
- Heidi attended and presented at the ABOS Conference. 61 people

2) Facilities:

- In Progress:
 - RFID Tags

3) Community:

- Successful October Staff Events
- November Food Drive

B. Director Goals Progress

1) Grants

- Reidner Grant: Brain Center Installed; Waiting on bookshelf and plaque; caregiver group to support dementia/Alzheimer's patients and caregivers coming in the new year.
- PLA Grant: Laptops ordered, 2/5 classes completed, GED Course program planning
- In Progress
 - Live & Learn Construction Grant: due mid-January; ADA Building Compliance
 - Les Paul Foundation Grant
 - Max and Victoria Dreyfus Foundation

2) Strategic Plan

- A1: 2x Little Free Libraries, Glassford Popup Library, Mapleton Indoor Library
- A2&3: PLA Grant completes this; more foot traffic for 1:1 patron assistance
- B1: In progress
- B2: Relationships with Limestone & Illini Bluffs librarians established; TAB Restart; Anime Club 6mo; YA friendly Program Guide being created
- B3: Programs
- C1: Currently doing 2x annual staff trainings. Spring RSA/CPR
- C2: L2, Looking into marketing books
- C3: Will be promoting Librarian training to those with MLIS/In progress to further learning. Offering/catering training to staff needs on request/need basis
- C4: All policies are required by law to be reviewed/reaffirmed/updated every 2-4 years depending on topic. Currently working on getting all policies up to date and will create a schedule of what policies will be looked at each month to keep items manageable & consistent.

3) Job Descriptions & Pay Bands

- Spreadsheet
 - HR Source Surveys
 - RAILS Job board
 - Census.gov; IMLS.gov

10. COMMUNICATIONS

Trustee Kyle received an email complaint about minutes needing to be updated on the website.

11. UNFINISHED BUSINESS

A. Endowment/Foundation/Long-Term Investment

Trustees are encouraged to continue recruiting; will be continued.

B. Director Goals and Review

Trustee Vlachos made a motion to accept the updated Director Goals and Review process and was seconded by Trustee VonRohr.

This motion passed unanimously.

12. NEW BUSINESS

A. Public Announcement System Proposal

Trustee Stagg made a motion to accept the Public Announcement System Proposal and was seconded by Trustee Adams.

This motion passed with a unanimous roll call vote.

B. Infectious Disease Policy

The motion passed in the consent agenda.

Board of Trustees Regular Meeting

November 21, 2022

Page 4

C. Request for Reconsideration Form

The motion passed in the consent agenda.

D. Board ByLAws

Updates were discussed; to be continued next month.

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

14. COMMENDATIONS

None.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:20 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Tuesday, January 17, 2023 at 7:00 p.m.***