

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MONDAY, MAY 15, 2023

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:06 p.m. Monday, May 15, 2023 in Meeting Room #1, President Pro Tem Adams presiding.

Members Present: Kris Adams, Tom Stagg, Sara Woiwode, Joanna Freimuth, Kimberly Strack, and Rhonda Wolfe.

Members Absent: Julie Bonar

Staff Present: Amy Harris, Aliessa Pendleton

Public Present: None

2. ELECTION OF OFFICERS

Trustee Stagg made a motion that Kris Adams be President and was seconded by Trustee Woiwode.

This motion passed unanimously.

Trustee Adams made a motion that Julie Bonar be Vice President and was seconded by Trustee Woiwode.

This motion passed unanimously.

Trustee Woiwode made a motion that Tom Stagg be Treasurer and was seconded by Trustee Wolfe.

This motion passed unanimously.

Trustee Stagg made a motion that Sara Woiwode be Secretary and was seconded by Trustee Wolfe.

This motion passed unanimously.

3. PUBLIC/AUDIENCE COMMENTS ON AGENDA ITEMS

None

4. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #5 (Financial Report and Expenses), 13B (FY23/24 Finance Committee Meeting Dates), 13C (FY23/24 Board Meeting Dates), 13D (Prevailing Wage Ordinance), 13E (Levy and Assessing a District Tax Ordinance [Maintenance Tax]), 13G (ALA Code of Ethics), 13H (Freedom to Read Statement), and 13I (Freedom to View Statement) by President Adams.

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

This passed by a unanimous roll call vote.

5. FINANCIAL

*RESOLVED*, THAT THE FINANCIAL REPORTS FOR APRIL BE SUBMITTED FOR REVIEW.

*RESOLVED*, THAT THE EXPENSES FOR APRIL, IN THE AMOUNT OF \$148,443.60 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the May 2023 Alpha Park Public Library Board of Trustees meeting. I would like to take a moment to extend my personal thanks to Crystal Kyle, Gayle Carr, Jordan VonRohr, and Barbara Vlachos for their combined 16 years of service to Alpha Park Public Library.

I would like to extend my own personal welcome to our new board members: Joanna Freimuth, Kimberly Strack, Rhonda Wolfe, and Julie Bonar. As a member of the Alpha Park Public Library Board of Trustees, I want to highlight that our primary focus is in the name; we, as a group, hold the trust of the community to deliver quality services and programs so that all members of our community are able to grow intellectually, as well as to improve the quality of life within our community.

I look forward to working with our new members, as well as returning members Sara Woiwode and Tom Stagg, and Director Harris, as we strive to honor the trust that has been placed into our hands.

7. COMMITTEE REPORTS

A. Finance Committee

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

The Meeting was called to order at 3:00 p.m.

The Hoopla Digital service <https://www.hoopladigital.com/> was discussed. It is a service that you log into, and you can see many different areas of content (Books, Movies, TV Shows) Director Harris discussed the contract. It is a pay as you play service. Working off a draw down account. Initial investment is \$10,000. It was discussed as a good addition to our services offered.

The Budget was discussed. The only change was adding in the Consultant category at \$2,000. There may be some projects coming up that have a need for consulting services.

Finance Meeting Schedule was adopted. According to Open Meeting Act standing committees should have a yearly schedule of meeting available. Would like to thank Aliesha for review and the changes to schedule.

Regional Bank situation was discussed. With the failure of the PacWest Bank on Thursday. Our Long-term funds are handled by the Better Banks. Better banks are part of the IntraFi network which moves our money to different banks to stay below the \$250,000-dollar threshold to keep our money safe under the FDIC. The goal of the discussion is to make sure our funds are safe and earning the maximum return.

Our non-resident cards are set by a formula in the state statute. Link to formula <https://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html> Based on the Mathematical Formula the rate will be increasing substantially. It was decided that a letter would be sent out to current Non-resident cardholders to inform them of the increase based on the state statute.

The meeting was adjourned at 3:40 p.m.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

8. DIRECTOR'S REPORT

- A. Upcoming Events:
  - SRP: Volunteers needed!
  - Staff Spring Training Event
- B. Updates
  - In Progress
    - Policies: FOIA, Circulation & Collection Development
- C. Staffing/Personnel:
  - Practicum Student from ICC
  - Hiring 1 HS Page
- D. Facilities
  - PA System
  - Circulation Desk: Don't mind the mess!
  - In Progress
    - RFID Tags

9. COMMENDATIONS

Director Harris commended Devin Flanagin for remaining flexible and staying calm during excessive projects that continue to need changes.

10. LEGISLATIVE NEWS

Once signed by the Governor, House Bill 2789 will go into effect January 1, 2024.

Beginning July 1, 2023, Trustee Stagg will begin serving on ILA's Public Policy Committee.

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

- A. FY23/24 Budget
  - Trustee Wolfe made a motion to accept the FY23/24 Budget as presented and was seconded by Trustee Strack.
  - This passed by a unanimous roll call vote.
- B. FY23/24 Finance Committee Meeting Dates
  - The motion passed in the consent agenda.
- C. FY23/24 Board Meeting Dates
  - The motion passed in the consent agenda.
- D. Prevailing Wage Ordinance
  - The motion passed in the consent agenda.
- E. Levying and Accessing a District Tax Ordinance (Maintenance Tax)
  - The motion passed in the consent agenda.

F. 2024 Closed Holidays

Trustee Woiwode made a motion to accept the 2024 Closed Holidays as presented and was seconded by Trustee Wolfe.

This motion passed unanimously.

G. ALA Code of Ethics

The motion passed in the consent agenda.

H. Freedom to Read Statement

The motion passed in the consent agenda.

I. Freedom to View Statement

The motion passed in the consent agenda.

J. Policy Review & Reaffirmation Procedure

Director Harris explained the procedure to the new Trustees and described what to expect in future meetings.

K. Resolution for the Non-Resident Cardholder Program

RESOLVED, THAT THE ALPHA PARK PUBLIC LIBRARY PARTICIPATE IN THE NON-RESIDENT CARDHOLDER PROGRAM FOR FISCAL YEAR 2023-2024, USING THE GENERAL MATHMATECAL FORMULA TO CALCULATE AN ANNUAL FEE OF \$157.35.

Trustee Stagg made a motion to accept the Resolution for the Non-Resident Cardholder Program as presented and was seconded by Trustee Wolfe.

This motion passed unanimously.

14. PUBLIC/AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

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

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:05 p.m.

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President, Kris Adams

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Secretary, Sara Woiwode

*Next regular meeting: **Monday, June 19, 2023 at 7:00 p.m.***