

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 21, 2023

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:03 p.m. Tuesday, February 21, 2023 in Meeting Room #1, President Kyle presiding. Trustee Adams entered the meeting at 7:08.

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

Members Absent: Jordan VonRohr

Staff Present: Amy Harris, Aliesha Pendleton, Heidi Rhea

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

Heidi Rhea spoke about the Chamber's after hours' event being held at the library on March 16th at 5:00 p.m. She also informed the board about the Mayor's Prayer Breakfast being held April 18th from 7 a.m. to 8:30 a.m. at Bartonville Christian Church. Tickets are \$20 per member & \$25 per Non-Member.

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), and 11A (Board ByLaws) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE JANUARY 17, 2023, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR JANUARY, IN THE AMOUNT OF \$164,176.82 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Good evening. Great to see you all tonight.

We've got lots of great activities going on in our Library this Winter and are glad our patrons are getting so much use out of our services.

Each Trustee should have received an email from the Illinois Library Association. In that email the opening comments were from our very own Trustee Tom Stagg who is the Library Trustee Forum President. He stated about the opportunity for us to promote our local library and join in on a number of webinars that are available to us as Trustees to learn more about our library system. Please take the opportunity to sign up for these. To Quote Tom in his Newsletter Comments, "A trustee's role includes advocating on behalf of their library and all libraries." So, thank you all for being here and doing this.

We have a lot to cover in tonight's meeting so let's begin our agenda items.

7. COMMITTEE REPORTS

A. Finance Committee

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

Meeting was called to order 3:30 P.M.

Discussion of the Friends of the Library Policy was the first agenda item. In reviewing the item Treasurer Stagg discussed the policy and several items that have been overlooked for several years. As the Board has not been included in the activities of the Friends committee. The policy calls for several types of information to be shared with the Board of Trustees. With the sponsorship of advertisements for the newsletter. There was one line in the policy that may need to change. "Public relations programs adopted by Friends shall not be part of the budget of or funded by the Alpha Park Public Library." We discussed dropping the "Public relations programs adopted by" that way there would be no conflict with the advertising policy on the newsletter as we do promote their activities.

The Tort Levy Expenditure and Risk Management Policy was discussed. Many new items have been added to the Tort Fund over the years. The individual items are not listed in the policy. It was decided we needed further discussion on the policy and will discuss at the next Finance Committee meeting.

Circulation Desk Proposal is a topic with a lot of parts. The main item that will require Board approval is the Circulation Desk. The lead time to get it in place before summer reading is important. Library Director Harris discussed the time line for the project and the cost involved. The ADA compliant Circulation Desk will need to be approved soon to get the Desk manufactured. A Proposal will be presented at the February Board Meeting.

Working Cash Abolishment is depleted every 4 years. Discussion was concerning the motions needed to deplete the funds and the Journal entries needed for proper transfer of funds.

The Trash pickup service was another item. As the fuel surcharge, and other charges have greatly increased the invoice. We do have 2 plus years left in their contract.

Collection Development Budget percentage, library statutes call for an 8 to 12% spend on Books, eBooks, and Databases. Discussion was centered on meeting that requirement.

The Monthly Financials were looked at and Receipt of funds related to the Personal Property Replacement tax. There were no other discussions on the finances.

The Finance Committee meeting was adjourned at 5:00 P.M.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

8. LEGISLATIVE NEWS

9. DIRECTOR'S REPORT

A. Updates:

- 1) Upcoming Events:
 - Mid-year reviews complete
 - Amy's Vacation
- 2) In Progress
 - Staff Job Descriptions
 - Long Range Plan Completion Write-up
 - Policies: Circulation & Collection Development

- 3) On Deck
 - Long Range/Strategic Plan for Sept 2024-2030
 - Policies
- 4) Staffing/Personnel:
 - YS Assistant
 - Practicum Student from ICC
- 5) Facilities
 - In Progress
 - RFID Tags
 - PA System Install: Delayed due to supply chain
- 6) Community
 - Stronger School Presence
 - Teen Advisory Board

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

A. Board ByLaws

The motion passed in the consent agenda.

B. Cards for Kids

Trustee Stagg made a motion to not enact the Cards for Kids and was seconded by Trustee Woiwode.

This motion passed unanimously.

12. NEW BUSINESS

A. Circulation Desk Proposal

Trustee Adams made a motion to accept the Circulation Desk Proposal and was seconded by Trustee Vlachos.

This passed by a unanimous roll call vote.

B. Sponsorship Policy Update

Trustee Carr made a motion to accept the Sponsorship Policy Update and was seconded by Trustee Adams.

This motion passed unanimously.

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

14. COMMENDATIONS

Director Amy commended the board for their kindness during her bereavement.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:45 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, March 20, 2023 at 7:00 p.m.***