

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, AUGUST 21, 2023

1. AUDIT PRESENTATION

Our auditor, Andy Saltzman from Ginoli & Co, presented on general findings regarding the annual financial audit for FY 22/23.

2. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:04 p.m. Monday, August 21, 2023 in Meeting Room #3, President Adams presiding.

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

Members Absent: Julie Bonar, Tom Stagg

Staff Present: Amy Harris, Aliesha Pendleton

Public Present: None

3. PUBLIC/AUDIENCE COMMENTS ON AGENDA ITEMS

None

4. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #5 (Minutes), 6 (Financial Report and Expenses), 14A (Bed Bug Policy Update), 14B (Bankrupt Patron Policy Update), 14C (FY 22/23 Statement of Receipts and Disbursements), 14D (Levying and Assessing District Tax Ordinance No. 23-6), 14E (Secretary's Audit), and 14F (Release of Closed Minutes) by President Adams.

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

This passed by a unanimous roll call vote.

5. MINUTES

RESOLVED, THAT THE MINUTES OF THE JUNE 19, 2023, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

6. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR JUNE, IN THE AMOUNT OF \$139,493.76 AND JULY, IN THE AMOUNT OF \$159,462.37 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the August 2023 Alpha Park Public Library Board of Trustees meeting. My heartfelt thanks to everyone who provided assistance to our two big project this summer: the summer reading program and the new desk installation. It wasn't easy to do both of these things, and I am grateful to everyone who played their part.

7. COMMITTEE REPORTS

A. Finance Committee

Attendees: Tom Stagg, Kris Adams, Rhonda Wolfe, Amy Harris, Aliesha Pendleton

The Meeting was called to order at 3:35 p.m.

The 22/23 Statement of Receipts and Disbursements was discussed. There is a notice published that the report is available to read at the Library. Several years ago it had to be published in its entirety.

Financial report was brought up. The periodical spend was asked about. There was a switch in vendors, and this made available more periodicals to the library within budget. President Adams asked about the Books on CD-JUV line item that showed 579.66% percent of Budget. This was due to a standing book order from Blackstone Publishing that had been received over a period of time and the invoice was sent to an inactive account. This has been resolved.

Health insurance was discussed. The current method has 100% of family coverage on the employee. On a single person the library pays 85% of the premium. There is going to be some investigation into some revisions to the plan. Trustee Wolfe has experience with how the Village handles their plan. Was going to get some insight from their broker. The Library uses LIMRICC as the current provider.

Compensation issues were discussed. Some Department heads had stepped up during a time that there are some openings at the library. They are going to be compensated for there additional time and service. In the construction of the Circulation desks there will be some additional cost that may arise were also discussed.

The new envisionware products for the copier machines will be in place on Thursday of this week.

The meeting was adjourned at 4:15 p.m.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

The Meeting was called to order at 10:30 a.m.

Many programs from the Summer Reading Program were successful. A few vendors will not be used again next year.

Program Guide sponsorship ads will continue. We are looking to rework the program to include the sponsorships within the program, rather than a separate page. We are also working to create a rubric for what needs to be included in each program guide.

There are fundraising events coming soon. These include the Yarner's Raffle, Giving Tuesday, and the Angel Tree.

Social media continues to be successful. The Tik Tok account is active.

8. DIRECTOR'S REPORT

A. Agenda Items:

- Staff Update & SRP Volunteers
- Continuing Education & Director Meetings
- Hoopla Stats Update
- Programming Shout Out's
- Other

9. COMMENDATIONS

Director Harris commended Business Manager, Aliesha Pendleton, and Access Services Department Head, Zac Montgomery, for stepping up when two managers left abruptly. She states that they took on additional tasks without being asked or complaining.

Director Harris also commended Oberlander for aiding in customizing our new circulation desk when issues arose. She stated they are a step above other vendors.

10. LEGISLATIVE NEWS

None

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

A. Bed Bug Policy Update

The motion passes in the consent agenda.

B. Bankrupt Patron Policy Update

The motion passed in the consent agenda.

C. FY 22/23 Statement of Receipts and Disbursements

The motion passed in the consent agenda.

D. Levying and Assessing District Tax Ordinance No. 23-6

The motion passed in the consent agenda.

E. Secretary's Audit

The motion passed in the consent agenda.

F. Release of Closed Minutes

The motion passed in the consent agenda.

G. Elevator State Required Code Updates

Trustee Freimuth made a motion to accept the elevator state required code updates and was seconded by Trustee Wolfe.

This passed by a unanimous roll call vote.

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 7:34 p.m.

President, Kris Adams

Secretary, Sara Woiwode

Next regular meeting: Monday, September 18, 2023 at 7:00 p.m.