

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MONDAY, MARCH 20, 2023

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, March 20, 2023 in Meeting Room #1, President Kyle presiding.

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

Members Absent: Barbara Vlachos

Staff Present: Amy Harris, Aliasha Pendleton

Public Present: None

2. PUBLIC/AUDIENCE COMMENTS ON AGENDA ITEMS

None.

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), and 13A (Friends of APL Policy Update) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

*RESOLVED*, THAT THE MINUTES OF THE FEBRUARY 21, 2023, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

*RESOLVED*, THAT THE EXPENSES FOR FEBRUARY, IN THE AMOUNT OF \$140,971.92 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Good evening. Great to see you all tonight.

I have enjoyed being on our Board of Trustees the past 8 years, and serving as your President the past 6 years. I have decided not to run again in the upcoming April 4, 2023 election. I will hope to be traveling more and have enjoyed my contributions to our great Alpha Park Library. Good Luck to all running in the election & I thank you for your dedication. We are in the process of making our transition with current and new Trustees smooth.

We continue to have a number of exciting events happening at our library as we continue to serve our patrons. We are looking forward to the improvements in our circulation desk and self-check centers. With Summer just around the corner we are anticipating another full summer with our Summer Reading Program.

Make it a point to read the article in the March/April issue of the American Library Association on "Three Years Later: How the pandemic has reshaped libraries". Our library has adapted to help our community.

7. COMMITTEE REPORTS

A. Finance Committee

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

Meeting was called to order 3:17 P.M.

The Travel and Transportation Line item was discussed. With the American Library Association Convention being held in Chicago this year the Line item needs to be increased. With COVID restrictions being lifted in the State of Illinois on May 11, 2023. There is more opportunity for Educational and Conference activities. Library Director Harris is planning on attending the American Library Association Convention and possible some other events this year. This measure will be shown as a change in the new Budget.

Tort Levy Expenditure and Risk Management Policy had further follow-up discussion. There is a need to itemize the items in the Tort Policy of items included in the Levy process. There is a willingness to show the individual items in the policy for clarification. Will be on next finance meeting agenda.

GFL Contract follow-up, it was requested that we get information from GFL on the Fuel Surcharge and other components of the billing. The reply from GFL was very general with no formulas or tables explaining the actual fuel surcharge calculations.

The expenditures and budgets were discussed.

The Finance Committee meeting was adjourned at 4:18.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

8. DIRECTOR'S REPORT

A. Updates:

- 1) Upcoming Events:
  - SRP: Volunteers needed!
- 2) In Progress
  - Policies: Personnel, Circulation & Collection Development
- 3) Staffing/Personnel:
  - Practicum Students from ICC
- 4) Facilities
  - PA System
  - Circulation
  - In Progress
    - RFID Tags

9. COMMENDATIONS

Director Harris commended Leah Herzing for using her advanced skills to proof read documents.

10. LEGISLATIVE NEWS

None.

11. COMMUNICATIONS

12. UNFINISHED BUSINESS

13. NEW BUSINESS

A. Friends of APL Policy Update

The motion passed in the consent agenda.

B. Job Descriptions

Trustee Woiwode made a motion to accept the Job Descriptions Update with discussed corrections and was seconded by Trustee Adams.

This motion passed unanimously.

14. PUBLIC/AUDIENCE COMMENTS ON NON-AGENDA ITEMS

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

Motion to go into closed session at 7:23 p.m. was made by Trustee VonRohr and seconded by Trustee Stagg.

Motion to return from closed session at 7:51 p.m. was made by Trustee Adams and seconded by Trustee Carr.

Action Taken: None; Hold for more review.

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:52 p.m.

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President, Crystal Kyle

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Secretary, Sara Woiwode

*Next regular meeting: Monday, April 17, 2023 at 7:00 p.m.*