

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MONDAY, JUNE 20, 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, June 20, 2022 in Meeting Room #1, President Kyle presiding.

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

Members Absent: None

Staff Present: Melissa Sierra, Aliesha Pendleton

Public Present: Betty Wagner, Darlene Johnson, Kerry Johnson, Joann Strack, Kimberly Strack, and Joanna Freimuth

2. PUBLIC AND AUDIENCE COMMENTS

Kimberly Strack, of 9820 W McCullough Rd Bartonville, IL 61607, read a prepared statement to address some of her recent concerns regarding employee nametags and library displays.

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), 12A (Budget and Appropriation Ordinance), 12B (Renewal of COVID-19 Policies), 12C (Closed Meeting Minutes), and 12D (S&P Global Rating) 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 MAY 16, 2022, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

*RESOLVED*, THAT THE EXPENSES FOR MAY, IN THE AMOUNT OF \$130,706.34 BE ACCEPTED.

FURHTERMORE, BE IT RESOLVED THAT IN THE ABSENSE OF A JULY MEETING, THE EXPENSES FOR JUNE BE PAID IN ACCORDANCE WITH THE STATE PROMPT PAYMENT ACT (30 ILCS 540/), AND BE REVIEWED BY THE BOARD OF TRUSTEES AT THE AUGUST 15, 2022 MEETING.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Hello & welcome to our June Alpha Park Library Meeting. Thank you all of the Trustees that helped with our Summer Reading Program Registration. That day we had over 200 kids & adults sign up thru our Beanstack app. This is the latest way that kids & families record the books that they are reading all summer. It was great to interact with the staff during registration & see their enthusiasm as they are helping kids out. The bonus items that are

available for those reading this summer are great. Lots of good community support in donations. The trinkets that our patrons receive for reading are so cute & will be great to see them display their chains with all of the additions they get to make to it throughout the summer. We have lots of programming and activities going on at the Library and I thank everyone for their participation and support.

Over the weekend, I had the opportunity to attend the Garden Walk that the Friends hosted throughout our community. It was great to have so many locations to see the beautiful display of yards filled with flowers, trees & garden plants. Thank you to our Friends Group and the homes that hosted this event and raised donations towards our Library.

## 7. COMMITTEE REPORTS

### A. Finance Committee

Attendees: Tom Stagg, Crystal Kyle, Melissa Sierra, Aliasha Pendleton

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

Certificates of Deposit were discussed. The committee approved an additional 6 month of Certificates at Better banks at a rate of 1.3% interest. With the volatility in interest rates the shorter-term option would be in the best interest of the library.

The appropriation notice was discussed and will be presented at the upcoming board meeting. The Finance committee recommends approval of the item.

The annual audit will be starting the last week in July with the deliverable to the Board at the September meeting. Also was discussed seeking bids for the Auditing function as it time for review of the pricing.

Discussed the Attorney Phil Lenzini of the Kavanaugh, Scully, Sudow, White and Frederick law firm. Phil has been active in the area and has enlisted another attorney in the firm to work with libraries on legal issues.

The new legislation "Decennial Committees on Local Government Efficiency Act" [Illinois General Assembly - Full Text of SB3789 \(ilga.gov\)](#) SB3789 was discussed. The Act calls for a report to the County Board of efficiencies that can be created with other local government units. The committee must submit a report within the first year of the legislation and at a minimum follow up reports in 10 years.

Review of the Financial Statements for May 2022 found no irregularities. Discussion on the Ameren and Mid America rates for the library with a request for more information on the length of the Mid America discount program at the next Finance Committee meeting. As Ameren is seeing increased rates this Summer.

The meeting was adjourned at 3:45 p.m.

### B. Building, Grounds, and Safety Committee

No meeting held.

### C. Marketing Committee

No meeting held.

## 8. LEGISLATIVE NEWS

The Decennial Act was signed by the Governor.

## 9. DIRECTOR'S REPORT

### A. Updates:

- 1) Programs are highly successful
  - Average of 20-40 participants per program
  - Looking for ways to accommodate additional people (over 100 people for Bubbles and Boba)
- 2) Staffing/Personnel:
  - Performance Reviews
    - Expanding on leadership duties
    - Internal promotions
    - Dealing with recovery for the past two years
- 3) Facilities:
  - Parking Lot Fill and Seal (still waiting on Tazewell)
  - Partnering with community resource to enhance grounds
  - Rocky Glen Friends organization and putting together a conservation plan
  - Everything is taking longer (as is normal right now)
  - RFID has started (1/3 complete with Large Print)
- 4) Community:
  - LGBTQ+ Display and Nametags Year two
    - (Overwhelming support from our community thanking us for having these options available)
  - FOID Applications are up – we are looking at a partnership with local resources

### B. Updates on Goals:

- 1) All Staff to execute and implement the 3-year Strategic Plan 2021-2024  
Review monthly with Managers on Agenda, update by goal area, assign specific staff and teams to various action items.  
Report to BOD progress quarterly.
  - i. During performance reviews this month, each staff member reviews their role in working towards the completion of our strategic plan.
- 2) Align job descriptions and new organizational chart to fit the needs of changing environments, vision planning and future innovation progress of Alpha Park Public Library. **(complete)**
- 3) Staff and APL Board Marketing Committee to work on all aspects of Branding for Alpha Park Library to show consistency and professional quality in these areas.
  - i. Completion of one year for new staff marketing chair (Mackenzie Gresiak). Implementation of brand and marketing standards. Increase in brand-ability with online presence. New marketing items purchased for outreach events. Community partnerships to create wide spread knowledge of resources.
    - a. Local Organizations (Garden Club, Rocky Glen Org, the Township, Peoria Chiefs, Illinois State University, Handshake for University recruitment)
    - b. Glasford, Cedars of Lebanon, Norwood and Bartonville Grade school
    - c. Partnerships with the high school for volunteers, the parks for programs, volunteer groups, (Women Helping Women”, etc.

- 4) Develop a grant team to find new sources of funding for Alpha Park Public Library. Look at areas where grants can provide new and continued programs for our patrons and community. **(complete and ongoing)**

Funder/Program	Time Period of Funding	Amount of Funding	Purpose of Funds	Staff Lead	Timeline and Evaluation	Reporting and Next Steps:	Approved or Declined
Peoria Area Garden Club	May-22	\$300.00 to \$5,000.	to replenish top-soil and fill arable space with flowering growth	MS	Submitted 3/10/2022 Announced 5/2022		Approved
ALA Humanities and ARP Grant	April 2022-Oct. 2022	\$10,000	to initiate, establish, and sustain, a human library	HR	Submitted: 1/31/2022	See Timeline for detailed deliverables	Approved
Stephen T. Reidler Grant for Life Enhancing Libraries	May 2022-Oct. 2022	2,500.00	Memory Kits for sustained engagement for people with dementia	HR	Submitted 02/03/2022 Announced 03/03/2022	See Timeline for detailed deliverables	Approved
Go More Good Grassroots Grant	CY 2022	\$500-\$1000	Grow a Pizza Garden	CC	Submitted 02/04/2022 Announced 03/18/2022		Declined
Live and Learn Construction Grant	FY 2022	\$10,000	upgrade all entryways to ADA acceptable	MS	Submitted 02/05/2022 Announced 03/18/2022	in need of additional resources	Declined
Society for Science STEM Action Grant	CY 2022	\$5,000	Purchas of Robotics, STEM Manipulatives.	MS	Submitted 04/01/2022 Announced June 2022		Declined
Believe in Reading	Ongoing	\$3,000.00	Adult literacy new Hi-Lo collection	MS/MG	Ongoing Submit June 2022		
ALA/ Libraries Transforming Communities	FY 23	\$10,000	Library Outreach Vehicle	MS/HR	Submit 10/2022		
The Beacon Society Jan Stauber Grant Program	Summer 2022	\$800.00	Mystery Book funding for Youth	CC/MS	Submit 5/1/2022	Pending	
PLA (Public Library Association)	FY2022/2023	\$4000.00-\$7000.00	Digital literacy Workshop Incentive	MG	Submit 5/10/2022	Pending	
National Science Foundation	Innovative Tech Experiences	\$10,000.00	Environmental and STEM Tech programming	MS/MG	Submit 08/01/2022		

- 5) The following are a list of the trainings, conferences, and professional development activities that have happened in the past month, by the Director:
- i. Seguimos Creando Enlaces Library Conference (5/18/22 – 5/20/22 online)
  - ii. The Library Director’s bi-monthly book club (reading and reviewing pd books and materials)
  - iii. RSA Board and User’s Group and RAILS Meetings various and continuous
  - iv. Rural Area Director’s Meeting (5/27/22 Brimfield Public Library)
  - v. Meeting and attendance with the Dunlap Library Director and Board Meeting
  - vi. Job Coaching via Alissa Williams and Mary Aylmer (various)

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

A. Endowment/Foundation/Long-Term Investment

President Kyle informed the board that a committee will be formed at the August Board Meeting and to consider involvement in its inception.

12. NEW BUSINESS

A. Budget and Appropriation Ordinance

The motion passed in the consent agenda.

B. Renewal of COVID-19 Policies

The motion passed in the consent agenda.

C. Closed Meeting Minutes

The motion passed in the consent agenda.

D. S&P Global Rating

The motion passed in the consent agenda.

E. Decennial Committee

President Kyle made a motion to appoint the following to the Decennial Committee:

- Trustee Vlachos as Chair
- Trustee Adams
- Trustee Stagg
- Director Sierra

The motion was seconded by Trustee Carr

This passed by a unanimous roll call vote.

F. Fax Policy Update

Trustee Adams made a motion to accept the Fax Policy Update with discussed grammatical changes and was seconded by Trustee VonRohr.

This motion passed unanimously.

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

Motion to go into closed session at 7:44 p.m. was made by Trustee Woiwode and seconded by Trustee Adams.

Motion to return from closed session at 8:24 p.m. was made by Trustee Stagg and seconded by Trustee Carr.

Action Taken: The Director's Review Committee recommends continual employment of Director Sierra with a 3.5% increase to pay.

The motion was made by Trustee Stagg and seconded by Trustee Adams. The motion passed by a unanimous roll call vote.

The Director's Review Committee recommended goals for Director Sierra for the next year.

The motion was made by Trustee Vlachos and seconded by Trustee VonRohr. The motion passed by a unanimous roll call vote.

14. COMMENDATIONS

Director Sierra commended Aliessa Pendleton for ensuring the quality and accuracy of our reports during these turbulent times. She has maintained a steady calm while addressing continually arising issues.

President Kyle commended Director Sierra for all of the work we don't see her do every day but it is much appreciated. She has maintained the utmost professionalism when giving feedback to difficult topics.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:34 p.m.

\_\_\_\_\_  
President, Crystal Kyle

\_\_\_\_\_  
Secretary, Sara Woiwode

*Next regular meeting: **Monday, August 15, 2022 at 7:00 p.m.***