

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, APRIL 17, 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, April 17, 2023 in Meeting Room #1, President Kyle presiding.

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

Members Absent: None

Staff Present: Amy Harris, Aliesha Pendleton

Public Present: Julie Bonar

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), 13A (Tort Levy Expenditure and Risk Management Policy), and 13B (Special Reserve Fund Policy) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE MARCH 20, 2023, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR MARCH, IN THE AMOUNT OF \$141,270.67 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to our April Board Meeting. It is great to see you all here this evening.

Congratulations to each of you that were voted in as a Trustee in the election earlier in April. We will be welcoming the new Trustees in our May meeting. We look forward to the great things you will do for our library in the upcoming years. As I finish up my term, I have really enjoyed all the things we have done over the years for Alpha Park Library.

Please remember to cast your vote in the ILS Executive Board Elections. You should have received an email regarding this, the voting period closes 4/30/23.

7. COMMITTEE REPORTS

A. Finance Committee

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

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

Tort Levy Expenditure and Risk Management Policy was discussed. This fund is a levied fund which we have added items too in the last few years without updating the policy. There were some slight changes that will be made on the advice of the Attorney. He was fine with the language to cover all items in the policy.

Discussed the FOIA Policy as there seems to be a rise in FOIA requests in the area. There were some language changes that needed to be altered. This was an issue of names and titles. The updated version will be presented at a later board meeting.

The Special Reserve fund needed to have a policy related to the fund for what purposes the Special Reserve fund can be used for according to state statute. The Special Reserve Fund Policy is strongly supported by the Finance Committee for approval at the April Board Meeting.

The Finance Committee has requested an executive session at the April Board meeting pertaining to (7) The sale or purchase of securities, investments, or investment contracts. (5 ILCS 120/2 Sec.2 (7)) Open Meetings Act

The FY 23/24 Preliminary Budget was presented and discussed. This is still in working stage and will be presented to the Board in a future Board Meeting.

B. Building, Grounds, and Safety Committee

Attendees: Tom Stagg, Kris Adams, Amy Harris, Devin Flanagin

The meeting was called to order at 4:30 p.m.

The water heater replacement is complete. There are no further issues.

The PA install is underway. There is good sound quality. We are waiting on one component to complete the install.

The desk project has been scheduled. There will be some adjustment due to the Memorial Day holiday. During the planned closure of the building to patrons, there will be one day dedicated to training, including AED use, Beanstalk, and projector use. On all other days that the building is closed to patrons, patrons will still be able to utilize curbside service for new checkouts.

Several projects are in the planning stage. The back area conversion will see some lockers removed, others relocated, add in shelving for the outreach program, and a general reorganization.

We are nearing the time for the EFIS inspection, with an expected cost of \$5000. Special reserve funds may be used for this. There was discussion on the possibility of bundling this inspection into a full architectural study in order to create a five-year plan for repairs and upgrades.

Repairs for the circular drainage area to the west of the main parking lot will cost \$8000-\$12,000.

The digital sign repair will be difficult given the age of the sign. We are looking to replace the sign, perhaps raise it higher off the ground, for \$20,000.

We are looking to update the patron furniture in the computer area, which can address some safety concerns with the old furniture as well as open up some space for more shelving.

The committee also inspected areas within the building that could be used for safe spaces during a severe weather outbreak.

C. Marketing Committee

No meeting held.

8. DIRECTOR'S REPORT

A. Updates:

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

9. COMMENDATIONS

10. LEGISLATIVE NEWS

House Bill 2789 regarding book banning passed the House.

11. COMMUNICATIONS

12. UNFINISHED BUSINESS

13. NEW BUSINESS

A. Tort Levy Expenditure and Risk Management Policy

The motion passed in the consent agenda.

B. Special Reserve Fund Policy

The motion passed in the consent agenda.

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 7:15 p.m. was made by Trustee Vlachos and seconded by Trustee Stagg.

Motion to return from closed session at 7:34 p.m. was made by Trustee Stagg and seconded by Trustee Adams.

Action Taken: To appoint Julie Bonar to the open Board Trustee position until the next election in 2025.

The motion was made by Trustee Adams and was seconded by Trustee VonRhor. The motion passed unanimously.

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:35 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, May 15, 2023 at 7:00 p.m.***