

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, APRIL 19, 2021

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 19, 2021 in Meeting Room #1, President Kyle presiding. Trustee Thomason attended via Zoom, authorized by State of Illinois executive department Executive order 2020-07 on March 16, 2020 that allows our APL Board of Directors monthly meeting to be held via a Zoom meeting in order to comply with the mandates set forth due to the COVID-19 outbreak.

Members Present: Shawn Edwards, Crystal Kyle, Tom Stagg, Larry Thomason, Sara Woiwode, and Gayle Carr

Members Absent: None

Staff Present: Melissa Sierra, Aliesha Pendleton, Devin Flanagan

Public Present: Jordan Von Rohr, Kris Adams

2. PUBLIC AND AUDIENCE COMMENTS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include items #4 (Minutes) and #5 (Financial report and expenses) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE APRIL 19, 2021, 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 \$134,005.84 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 tonight for our monthly board meeting. I would like to Thank Trustee Shawn Edwards & Trustee Larry Thomason for serving our Alpha Park Library for the past 2 years. It has been a pleasure to have you help out on all of our projects & events throughout the years.

We are in the final stages of our Strategic Plan and hope to have our report completed and distributed by the end of the summer. I want to thank all you Trustees that have helped in this process and staff and stakeholders that have attended meetings, given their input, and helped to formulate this important document. We still have a few more steps to completion but are in the final stages.

I also want to thank all of our staff on behalf of our Board of Trustees for all the dedication, flexibility and service they have given to our community and Alpha Park Library over this past year of unusual circumstances with our COVID-19 epidemic. We are hopeful for our new procedures and process to continue to make our Library a great source of service to our community.

7. COMMITTEE REPORTS

A. Finance Committee

In attendance: Melissa Sierra, Aliessa Pendleton, Crystal Kyle, Shawn Edwards, Devin Flanagin

The Finance Committee meeting was called to order at 5:35 p.m.

Director Sierra discussed the FY2021-22 Budget and questions presented by President Kyle. An \$80,000 increase in salary costs comes primarily from the proposed addition of a new, full-time programming and community outreach specialist. President Kyle would like the position to be reflective of the strategic plan. Other staff changes affecting the budget: Merit increases are projected at 3% across-the-board, but individual increases may be less. The minimum wage increases, expected in January, account for only .52% of the budget. The COLA adjustment will be made in February.

Additional issues related to the budget include: tuition reimbursement expenditure is lower due to reduced usage; Lower computer equipment and maintenance expense is expected since contracted services do not foresee many issues in the upcoming year.

President Kyle motioned, seconded by Treasurer Edwards to accept the FY2021-22 budget proposal and bring it before the full board with one change - projected CD interest is reduced from \$800 to \$500.

Director Sierra presented an additional compensation request for staff taking on supervisory duties that fall outside the scope of the normal performance expectations. The proposed compensation would be \$500 for every four week period, not to exceed \$1500 total. On the Director's recommendation, President Kyle would like to bring the proposal before the full board at the April meeting. The expenditure would be covered by the current budget. President Kyle believes the expense should come out of wages instead of employee bonuses. President Kyle motioned, seconded by Treasurer Edwards to accept the proposal and bring it before the full board at its next meeting.

Director Sierra briefly addressed a Per Capita Grant letter from the Illinois State Library. Director Sierra advises that future Per Capita funds will be allocated to a single source such as collection development to simplify accounting.

There being no other business, the meeting was adjourned at 6:46 p.m.

B. Building, Grounds, and Safety Committee

No meeting was held.

C. Marketing

Attendance: Danielle Beasley, Corey Shannon, Melissa Sierra, Aliasha Pendleton, Sara Bell, Sara Woiwode

A change in personnel will occur on April 9th. The current marketing chair has accepted a promotion with a library system in a different location.

Marketing responsibilities were distributed such as the newsletter, social media, patron calendar and graphics.

Marketing chair sent out the updated Marketing Procedure (attached).

The Youth Department is circulating 10 new stem kits, videos highlighting each new kit are on YouTube. The Friends purchased a new shelf to display the items upstairs.

Summer Reading: introducing a new app, BeanStack, to track books read

-Flyers will be sent home with students, every student who registers gets an ice cream cone courtesy of APL sponsor, McDonalds.

-In lieu of weekly prizes for reading there will be one big prize at the end.

A Facebook "Profile Frame" was discussed.

8. LEGISLATIVE NEWS

IL House Bill 2071, if passed, could affect APL positively. It would set up a taskforce for creating a state-wide database for libraries in IL. If this were to happen, it could create significant cost reduction.

9. DIRECTOR'S REPORT

Updates:

- 1) Schedule adjustment for extending hours
- 2) Grant applications
- 3) Finishing up strategic plan
- 4) Program Guide/Quarterly News Letter

Facilities:

- 1) New Groundskeeper is hired
 - a. Grounds development with Friends
 - b. Grounds repairs and projects

Personnel:

- 1) New personnel onboarding
- 2) Plan for additional Personnel
- 3) Implementation of restructure

Community:

- 1) Outreach for stakeholder engagement
 - a. The Village
 - b. The Township
 - c. The Mayor
- 2) Concerts in the Park
 - a. line up

Follow Up:

- 1) Virtual Programming
 - a. counting and using streaming programs
 - b. Temple Grandin
 - c. Virtual Book Club
 - d. Summer Reading Program Plans
- 2) Friends Group
- 3) Donations being accepted

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Parking Lot Repairs

Hoerr's Blacktop and sealcoating will start operations at the end of April, and therefore the project is slated to begin by then.

B. APL Collection Development Policy #0421-5

Trustee Woiwode made a motion to accept the updated Collection Development policy and was seconded by Trustee Stagg.

The motion passed with a unanimous roll call vote.

12. NEW BUSINESS

A. APL FY 21-22 Budget #0421-6

Trustee Edwards made a motion to accept the APL Employment Application Update and was seconded by Trustee Thomason.

This passed by a unanimous roll call vote.

B. New Board Member Applications #0421-7

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

Trustee Stagg motioned to go into closed session at 7:44 p.m., seconded by Trustee Carr. Jordan Von Rohr and Kris Adams were then voted into the board. Outgoing board members and Director Sierra's review were also discussed. Trustee Stagg motioned to return to regular meeting at 7:55 p.m. and was seconded by Trustee Carr.

14. COMMENDATIONS

Director Sierra commended: I wanted to say thank you to Zac Montgomery for all the initiative he has taken to help cover the Reference Desk during a period of short staffing. Thank you for being a great team player and helping out when help is needed.

I wanted to say thank you for all the hard work done by the Youth Services department. This has been a time of transition. Carlyon and the Youth Services Department as a whole have been keeping our community connections going strong and diving into STEM innovation and programming, as well as being all around being great advocates for our library. I was thoroughly impressed with the sheer number of library student cards we were able to sign folks up for over the past month.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:46 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, April 19th, 2021 at 7:00 p.m.***