

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
TUESDAY, JANUARY 18, 2022

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 6:59 p.m. Tuesday, January 18, 2022 in Meeting Room #1, Vice President Carr presiding.

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

Members Absent: Crystal Kyle

Staff Present: Melissa Sierra, Aliesha Pendleton

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses) by Vice President Carr.

Trustee Woiwode 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 NOVEMBER 15, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR NOVEMBER, IN THE AMOUNT OF \$203,864.47 AND DECEMBER, IN THE AMOUNT OF \$103,208.60 BE ACCEPTED.

The motion passed in the consent agenda.

6. VICE PRESIDENT'S COMMENTS

Speaking on behalf of President Kyle:

Welcome fellow board members to the start of 2022. I am sorry I am not able to attend tonight's meeting as my plane flights were delayed today.

As we look at our past successes here at Alpha Park Public Library, we are always looking to the future and providing for a library that supports our community and patrons. In the December issue of our Reporter magazine by the Illinois Library Association they promoted the Illinois Library Association Annual Report 2020-2021 with the highlights of

“Restoring, Reopening & Reconnecting”. Please take the opportunity to read this article. It highlights what we also are doing at Alpha Park Library in those areas as well. We celebrate our past successes but also review and provide for the new opportunities that libraries now have to function in our changing environment.

At our November Board Meeting we talked briefly about having a January training retreat for our current Trustees. President Kyle asked Trustees to send an email regarding timing & suggestions. Since there were no emails received, President Kyle will table this subject until more planning can be done and look at a Fiscal Year End, which would be a Summertime Retreat.

I thank each of you board members for all of your service & continued commitment to Alpha Park Public Library. It also fantastic that under the direction of our Library Director, Melissa Sierra, we have a talented staff on board that is being creative at providing services daily for our patrons throughout the large geographical area that we serve.

7. COMMITTEE REPORTS

A. Finance Committee

Attendees: Crystal Kyle, Melissa Sierra, Aliesha Pendleton, and Tom Stagg

Discussed the Tort Levy Risk Management document that will be on the Board agenda for the January meeting. Made some minor revisions. This will make some budgetary changes as parts of compensation will be from different accounts.

Discussion of December’s financials was brief. There was discussion on the need for Debt Collection services now that we are fine free. No changes were made.

Totals for Giving Tuesday were discussed. It was a great year for the promotion.

Director Sierra discussed her meeting with Mark Roberts from the Community Foundation and presented the Annual report to the group for more information. The organization may be an opportunity for further investigation on the funding side.

The Re-cabling Bid that the Buildings and Grounds committee has been working on was presented. Brief discussion. This item will be on the agenda for the Board meeting.

RFID system was discussed. Several systems of readers and products were presented for patron self-scanning. This item will be a Capital Budget item and will have additional discussion.

Cost of Living Adjustment was discussed. Will discuss in the Board Meeting as an action item.

Business Credit Cards were discussed. It was decided to stay with the current vendor. Foundation and Endowment was discussed as old business. NIU University has an office that works with Non Profits for establishing foundations and other activities. Power Point from the ILA 2019 meeting was forwarded to attendees after the meeting. No action was taken. Two items were brought up one concerning Taxation. These items will be discussed in executive session at the Board meeting.

Trustee Adams made a motion to increase pay for all employees by 3% as a Cost of Living Adjustment and was seconded by Trustee Carr, effective February 1, 2022.

This passed by unanimous roll call vote.

B. Building, Grounds, and Safety Committee

Attendees: Kris Adams, Joran VonRohr, and Melissa Sierra

Trustee Adams called the meeting to order at 4:31 p.m.

Three bids for the VOIP cabling project were received. While the quote from WCT Electrical came in at 5% lower than the initial quote from Oberlander, the committee believes that the relationship in place with Oberlander, coupled with the relative distance of Fort Myers Florida, is reason enough to recommend Oberlander.

The committee reviewed the proposed tort and risk management ordinance. A discussion was held on the purpose of such an ordinance.

Director Sierra reviewed the progress of building and grounds projects that have been undertaken in the last few months, updating the committee on their current status, including next steps for erosion control.

Director Sierra reviewed the current COVID-19 contingency plans, noting what would trigger reduced hours of operation or the need to close the building to patrons entirely. The committee discussed these triggers and thanked Director Sierra on her thoroughness. The Peoria City/County Health Department plans to have a vaccine clinic at the library on Friday, February 11, 2022.

The committee reviewed the RFID plan, as well as quotes received. The committee recommends the Bibliotheca bid, although added information is needed concerning security gates.

Discussion was held regarding patrons and mask use, noting that there have been only a small handful of instances where a patron was reluctant to wear a mask.

The committee also held a discussion on the library's inclement weather closing policy.

The meeting was adjourned at 5:08 p.m.

C. Marketing Committee

No meeting held.

8. LEGISLATIVE NEWS

ILA Legislative meetup will be virtual and is free to members.

9. DIRECTOR'S REPORT

A. Updates:

1) Staffing/Personnel:

- Leadership Retreat 01/26/2022
- Personnel shortage due to COVID-19
- Retirements and new hires

2) Facilities:

- Cabling Upgrade
- Closed for inclement weather process
- EIFS and Cladding Repair and Inspection
- Updated hours due to COVID-19
- Shelving and Café Tables for different departments
 - Meets with Illinois standards for libraries

3) Community:

- Angel Tree
 - 218 items given to Bartonville Grade School and Norwood Primary
- PCCHD Shot Clinic
- Working with the Park Board on “Let’s Move in Libraries” National Campaign
- Programming and Outreach updates

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. This month we have begun to delegate and design a programming curriculum for each department that does programming. We will be using program plans and evaluations, community assessments, and an overall structured for objective based programming. This has been implemented through a series of programming meetings.

The Leadership Team will also participate in a teambuilding and growth retreat on January 26, 2022.
- 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. (finished)
 - i. Job descriptions are finished, and posted. We are currently working to fill one vacancy.
- 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. Held the second annual “Giving Tuesday” event at the end of 2021. Raised \$2511.50. The goal is to double this next year with the addition of an Amazon Smile account, and a Facebook Charity Group. The Marketing Committee is set to begin work on this. We have increased posts and branding on social media.

We will launch our “Getting to Know You” campaign by March, at the latest. This will be comprised of towns-people interviewed advocating for the library and how the library connects to their work. As well as featured staff members of the library and what information about them, their job, and their passions are engaging and interesting.

- 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.

- i. Grant development team: We have submitted the ALA Humanities Grant with the intent to begin a "People Library". We have submitted the Illinois Secretary of State per capita grant. We have documented the progress made on the standards from last year. I have received notification that that 5 of our trustees have completed the review necessary for this.

Applied for the Tony Robbins Grant 1/10/2022

Applied for the Weinberg Foundation Grant (denied)

- 5) Continue to grow in professional development in areas of library management, finances, grants, outreach & networking, leadership and communication.

- i. The following is a list of training and networking events participated in over the last two months.

Disaster Plan Training provided from the Vermont State Archives and Records Administration

A four class series that has focused on disaster planning, implementation, and rebuilding.

Transgender 101 presented by the Brookfield Public Library

A basic in understanding the library and youth demographic of transgendered individuals and their needs.

Consultations with professional development mentors and guides.

Multiple in-depth one on one sessions lasting one to four hours regarding facilitating the needs of the library, the Board, the staff and myself. Several coaches including fellow directors, throughout the nation and consultants in Illinois and within our RAILS system. Continual attendance with the area director's groups, both rural and Peoria.

Supporting Formerly Incarcerated Individuals with Library Services

PLA Workforce and Labor Development for Libraries

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

- A. Endowment/Foundation/Long-Term Investment

More research needs to be done; will be continued.

- B. Phone Cabling Update

Trustee Adams made a motion to accept the bid provided by Oberlander and was seconded by Trustee VonRohr.

This passed by unanimous roll call vote.

12. NEW BUSINESS

A. Tort Levy Expenditure and Risk Management Policy

Trustee Woiwode made a motion to approve the Tort Levy Expenditure and Risk Management Policy and was seconded by Trustee Adams.

This passed by unanimous roll call vote.

B. Personnel Policy Updates

Trustee Vlachos made a motion to remove section 3.4 of the Personnel Policy Updates for further review at next month's Board Meeting and was seconded by Trustee Woiwode.

This passed by unanimous vote.

Trustee Adams made a motion to accept the remaining Personnel Policy Updates with confirmed corrections and was seconded by Trustee Vlachos.

This passed by unanimous vote.

C. RFID and Self-Check Project

Trustee VonRhor made a motion to accept the bid provided by Bibliotheca and was seconded by Trustee Adams.

This passed by unanimous roll call vote.

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

Motion to go into closed session at 8:23 p.m. was made by Trustee Stagg and seconded by Trustee Woiwode.

Motion to return from closed session at 8:30 p.m. was made by Trustee Stagg and seconded by Trustee Vlachos.

Action Taken: No action was taken at this time.

14. COMMENDATIONS

Director Sierra thanked Trustee Adams for his Holiday Card sent to all the libraries he and his wife utilized throughout the year. It was greatly appreciated.

Trustee Stagg commended Reference Department Head Mackenzie Grzesiak for efforts in making great social media posts.

Trustee Vlachos commended Circulation Clerk Beau Elliot for his help and great demeanor when checking out books with her children.

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: **Tuesday, February 22, 2022 at 7:00 p.m.***