

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
TUESDAY, JANUARY 19, 2021

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:02 p.m. Tuesday, January 19, 2021 in Meeting Room #1, President Kyle presiding. Trustee Thomason and Trustee Stagg 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 out due to the COVID 19 outbreak.

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

Members Absent: None

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), #12 A (1% Cost-of-Living Adjustment Increase), B (Parental and Extended Medical Leave Policy), and C (Library Days and Dates to Remember) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE NOVEMBER 16, 2020, 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 \$183,888.91 AND DECEMBER, IN THE AMOUNT OF \$102,967.19 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to 2021

We are meeting tonight via Zoom meeting for safety of Trustee & Staff and in compliance with the State of IL Executive order in response to COVID-19 (COVID-19 Executive Order No. 5).

We had a good end of year Christmas celebration with staff on Dec.9th with good food & conversations. We also celebrated Sara Bell's work anniversary at APL for the past 15 years. Melissa did a nice summary of Sara's time here and the Limestone Independent News was here to publish a photo.

We still have a couple open Trustee positions and I am actively asking individuals if they are interested in being appointed. The process would be for them to fill out our "Questions for Possible Board Candidates" and submit them to us at which time we could review these at an upcoming closed session of the Board Meeting. If you know of any one that would be good for our Library Board, please ask them to fill out this questionnaire.

We have had good results from our Survey for our Strategic Planning process. Our next meeting will be Thursday, January 28th at 7pm to discuss these findings.

7. COMMITTEE REPORTS

A. Finance Committee

Attendees: Shawn Edwards, Crystal Kyle, Melissa Sierra, Aliesha Pendleton

The Finance Committee meeting was called to order at 5:31 p.m.

The library was contacted by Bartonville Bank regarding PPP Loan forgiveness. The bank has received news from the SBA that the loan will be forgiven. They are waiting for the official letter of forgiveness, but it is expected soon.

Director Sierra presented new salary rates with minimum wage and 1% COLA adjustments. Increases are manageable and are within the current budget. President Kyle and Treasurer Edwards agreed that Director Sierra should be included in the COLA increase.

Cash flow for this fiscal year is on track to meet budgeted expectations. The PPP forgiveness will be a welcome burden off of the library.

Due to some recent and unexpected staff leave issues, Director Sierra is drafting a new Parental and Extended Leave Policy. The policy accounts for paid time off (PTO), IMRF disability and additional leave as approved by the director. President Kyle and Treasurer Edwards voiced their approval of the policy revisions.

There being no other business, the meeting was adjourned at 6:00 p.m.

B. Building, Grounds, and Safety Committee

Attendees: Tom Stagg, Larry Thomason, Devin Flanagin, Melissa Sierra

Tom Stagg called the meeting to order at 4:30PM.

Due to recent successive power failures, trustee Stagg has suggested that a battery backup generator be installed in the facility. It would provide power coverage to employee workstations as well as patron computer stations during outages, as well as keep the public wifi accessible to all who need it. Assessment of the facilities during extreme weather events was discussed.

All are in agreement that these are issues that need to be looked into. Melissa has done some research on potential generators. The most affordable option for the generator by itself that meets the needs of the APL facility is approximately \$15,000, not including installation labor and materials. With other projects currently occupying the budget, we may have to wait a while before this becomes feasible, or attempt to tap into grants or other applicable sources of funding.

Currently the library's information infrastructure is adequately protected. Proper upkeep and failsafe measures are in place to ensure the physicality of the building to the best of abilities. Options for operations continuation are being looked into and assessed.

A new PPE reimbursement with the state will be utilized to continue our supply. Tom noted that there may be some social unrest in the coming weeks with regard to the outcome of the elections, and to be prepared to respond properly. The national COOP plan was discussed as it relates to APL, and our role.

Melissa has contacted the health department to inquire and get us started on getting the COVID vaccine for our employees.

Melissa would like to get disaster kits made for each workstation, the contents of which were listed.

Recent patron incidents were discussed and noted for safety and procedural concerns.

Preparedness for a cyber-attack was discussed and resources are being looked in to.

There being no other business, the meeting was adjourned at 5:00 p.m.

C. Marketing

No meeting held.

8. LEGISLATIVE NEWS

Illinois State Library per capita budget was discussed.

9. DIRECTOR'S REPORT

A. Updates:

- 1) Giving Tuesday Proceeds
- 2) Holiday Book Sale Proceeds
- 3) Free Little Library update
- 4) Grant applications
- 5) Strategic Plan Next Steps
 - a. Mission
 - b. Vision
 - c. Values
 - d. Goals

B. Facilities:

- 1) Downed trees cleaned up
- 2) Training Report

- 3) Printing and computer scanning update
- 4) Phone

C. Personnel:

- 1) Mid-year evaluations will commence
- 2) Job description updates
- 3) 3-6 Month process of restructure

D. Community:

- 1) Dropped off all paper surveys from Glasford to Norwood
- 2) Ballot Certification Filed
- 3) Outreached to the Police Department of Bartonville for emergency continuity planning

E. Follow Up:

- 1) Submitting reimbursement information for the Illinois State Library PPE grant

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

- A. Parking Lot Repair
- B. PPP Loan Forgiveness

Trustee Carr made a motion to accept the PPP Loan Forgiveness Letter and seconded by Trustee Edwards.

This passed by a unanimous roll call vote.

12. NEW BUSINESS

- A. 1% Cost-of-Living Adjustment Increase #0120-6

The motion passed in the consent agenda.

- B. Parental and Extended Medical Leave Policy #0120-7

The motion passed in the consent agenda.

C. Library Days and Dates to Remember 2021-2022 #0120-8

The motion passed in the consent agenda.

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

14. COMMENDATIONS

Director Sierra commended Allison Bergerhouse for putting together the library staff training schedule and doing a great job in her new role as training “SPOC” (single point of contact).

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:26 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Tuesday, February 16, 2021 at 7:00 p.m.***