

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 16, 2021

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:01 p.m. Tuesday, February 16, 2021 in Meeting Room #1, President Kyle presiding. Trustee Thomason, Trustee Stagg, Trustee Woiwode 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. Trustee Edwards entered the meeting via Zoom at 7:10.

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

Members Absent: None

Staff Present: Melissa Sierra, Aliesha Pendleton, Devin Flanagin, and Kimberly Crews. Danielle Beasley entered the meeting via Zoom at 7:06.

Public Present: None

2. Strategic Plan Update from Eric Christian with HR Fit

3. PUBLIC AND AUDIENCE COMMENTS

None

4. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #5 (Minutes), #6 (Financial Report and Expenses), #13 A (IMRF Notice of Appointment of Authorized Agent), B (Library Delayed Opening to Noon on March 18, 2021 for All Staff Training Day), by President Kyle.

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

This passed by a unanimous roll call vote.

5. MINUTES

*RESOLVED*, THAT THE MINUTES OF THE JANUARY 19, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

6. FINANCIAL

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

*RESOLVED*, THAT THE EXPENSES FOR JANUARY, IN THE AMOUNT OF \$100,561.55 BE ACCEPTED.

The motion passed in the consent agenda.

7. PRESIDENT'S COMMENTS

Welcome to our Freezing February Board Meeting.

Due to the Freezing weather, road conditions & safety concerns, our Library was closed today but our board meeting will meet tonight some in person & some 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).

I appreciate you all being here tonight and it was good to hear of all the progress we have made on our Strategic Plan. We will continue to move ahead on this project and get it wrapped up shortly.

From the Circulation Report we received in our Board Packet it is good to see our numbers of books being checked out and E-Read Illinois check outs staying steady and some increasing. Our patrons are still making good use of our services during the Pandemic we are experiencing. Our staff has done a fantastic job providing good services each day and being creative in their programming possibilities. We appreciate that.

8. COMMITTEE REPORTS

A. Finance Committee

No meeting held.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing

No meeting held.

9. LEGISLATIVE NEWS

Elmwood Library Association meeting update was discussed.

10. DIRECTOR'S REPORT

A. Updates:

- 1) Annual review of vendor contracts
  - a. Custodial
  - b. Utilities
  - c. Equipment rentals
- 2) Per capita grant application
- 3) Annual year book

B. Facilities:

- 1) Received additional hotspots (being cataloged)
- 2) Purchased Bluetooth speaker for the meeting room
- 3) Foundation inspection

C. Personnel:

- 1) Job Descriptions and employment page
- 2) Proposed development
- 3) Posting for vacant position
- 4) Appointment to database committee

D. Community:

- 1) Met with University of Illinois College of Medicine at Peoria
- 2) Met with Deirdre Brennan from RAILS

E. Upcoming:

- 1) Policy review
  - a. Code of conduct/Ethics
  - b. Handling sensitive and pornographic materials

11. COMMUNICATIONS

12. UNFINISHED BUSINESS

A. Parking Lot Repair

Project should begin April 2021.

13. NEW BUSINESS

A. IMRF Notice of Appointment of Authorized Agent #0221-5

The motion passed in the consent agenda.

B. Library Delayed Opening to Noon on March 18, 2021 for All Staff Training Day

The motion passed in the consent agenda.

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

15. COMMENDATIONS

Director Sierra commended entire APL staff and gave a big 'thank you' for all of their hard work.

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:30 p.m.

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President, Crystal Kyle

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Secretary, Sara Woiwode

*Next regular meeting: **Monday, March 15, 2021 at 7:00 p.m.***