

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
TUESDAY, FEBRUARY 22, 2022

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. Tuesday, February 22, 2022 in Meeting Room #3, President Kyle presiding.

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

Members Absent: Jordan VonRohr

Staff Present: Melissa Sierra, Devin Flanagin

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), 11B (Personnel Policy Update 3.4), 12A (Staff Celebration and Occasion Policy Update), and 12B (Institutional Card for Organizations) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

*RESOLVED*, THAT THE MINUTES OF THE JANUARY 18, 2022, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

*RESOLVED*, THAT THE EXPENSES FOR JANUARY, IN THE AMOUNT OF \$102,612.05 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to our February meeting. It is good to see you all here tonight. I am so impressed with all of the activities and services our staff have been providing to our patrons over the past few months. The changes in the weather, underlying COVID hazards & need for the services our Library provides has kept all of our employees responsive, learning and helpful to all those contacted. We are grateful that we have a great Library here and are able to serve our community. We continue to work on our 3-year Strategic Plan. We continue to be aware of new ways we can be of service to the people in our community thru our services provided at the Library or get them in contact with other agencies that are useful.

7. COMMITTEE REPORTS

- A. Finance Committee  
No meeting held.
- B. Building, Grounds, and Safety Committee  
No meeting held.
- C. Marketing Committee  
No meeting held.

8. LEGISLATIVE NEWS

Cards for Kids Act in the process of being amended.

9. DIRECTOR'S REPORT

- A. Updates:
  - 1) Outdoor development
  - 2) Guest Spots for Story time
  - 3) Partnership with the Village
  - 4) Staffing/Personnel:
    - Personnel shortage due to COVID-19
    - New Hires
    - Continuing Education
    - Safety Training Day March 30<sup>th</sup>
  - 5) Facilities:
    - Cabling Upgrade
    - Updated hours due to COVID-19
    - Shelving and Café Tables for different departments
      - Meets with Illinois standards for libraries
    - Automation and RFID update
  - 6) Community:
    - Partnership with the Village
    - Partnership with parks
    - Partnership with IB for student artists
- 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. (diversify collection, space, demographics)  
Goal A actions: We have established regular community outposts at Cedars of Lebanon. We have partnered with PCCHD to provide a shot clinic on site. We have worked towards creating an inclusive Teen Space.

- ii. (Increase visibility of services through partnerships)  
Goal B actions: Partnered with IB Art Students to showcase student artists. Established a YA Book Club. Alzheimer's Association of Illinois programming and partnership.
  - iii. (Supportive Training and PD and Policy)  
Goal C actions: safety training for March will be emergency first aid and active shooter training. Professional development to include new resource books that the leadership team will be working through. Craft and passed more comprehensive personnel policy.
- 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. All regular positions are filled.
- 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. Second Monthly installment of "getting to know your librarian" set for the last Monday of the Month. Program Guide for the spring is at print currently, previews available.
- 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:
    - 1. Update on National Endowment for Humanities Grant.
    - 2. Grant Applications out for Memory and Alzheimer's Support Groups and Programming
    - 3. Community Foundation Grants for Art and public art programming support.
- 5) The following is a list of training and networking events participated in over the last two months, by the Director.
- 1. RAILS Member Update meeting 1.19.22
  - 2. Peoria Area Director's Meeting
  - 3. Rural Director's Meeting
  - 4. Leadership team to discuss "Radical Candor"

## 10. COMMUNICATIONS

## 11. UNFINISHED BUSINESS

- A. Endowment/Foundation/Long-Term Investment  
More research needs to be done; will be continued.
- B. Personnel Policy Update 3.4  
The motion passed in the consent agenda.

## 12. NEW BUSINESS

- A. Staff Celebration and Occasion Policy Update  
The motion passed in the consent agenda.
- B. Institutional Card for Organizations  
The motion passed in the consent agenda.

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

Motion to go into closed session at 7:34 p.m. was made by Trustee Vlachos and seconded by Trustee Stagg.

Motion to return from closed session at 7:47 p.m. was made by Trustee Vlachos and seconded by Trustee Stagg.

Action Taken: No action was taken at this time.

14. COMMENDATIONS

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:49 p.m.

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President, Crystal Kyle

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Secretary, Sara Woiwode

*Next regular meeting: **Monday, March 21, 2022 at 7:00 p.m.***