

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, MARCH 15, 2021

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:04 p.m. Monday, March 15, 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 out due to the COVID-19 outbreak.

Members Present: Shawn Edwards, Crystal Kyle, Tom Stagg, and Larry Thomason

Members Absent: Sara Woiwode, Gayle Carr

Staff Present: Melissa Sierra, Aliesha Pendleton, 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 items #4 (Minutes), #5 (Financial report and expenses), #11A (Parking Lot Repairs), and #12B (Facilities Manager Banking) by President Kyle.

Trustee Stagg 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 FEBRUARY 16, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR FEBRUARY BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR FEBRUARY IN THE AMOUNT OF \$103,814.14 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to our March Board Meeting

The word is getting out that we have upcoming open Trustee positions available. We have had a number of inquiries and a couple candidates have filled out the application. We need to make sure that the individual resides in the district as that did disqualify a few people that were interested. Trustee Carr is on the Ballot for the April 6th election, Trustee Thomason and Trustee Edwards have completed their term and are not running for service. This will leave 3 open Trustee positions that we can appoint after the vetting process.

We have made great progress with our Strategic Plan and are in the process of sharing with the public, stakeholders, our survey results and setting up planning meetings with the public. Thank you all for your time and input to our future.

We are excited the plans are being made for this year's Summer Reading Program. I know a lot of people in our community are looking forward to this yearly event. We also have had a lot of participation in our virtual programs and continue to serve individuals daily at Alpha Park Library.

7. COMMITTEE REPORTS

A. Finance Committee

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

The Finance Committee meeting was called to order at 5:30 p.m.

Director Sierra and her staff reviewed budgetary needs for the upcoming fiscal year. A draft should be ready to present at the next meeting. Fewer children's DVDs will be purchased due to lower circulation numbers. Toy and game purchases will be reviewed, too. Rental books may be moved to a separate budget item. Standing orders have increased since items from many popular authors are being published recently.

Aliessa Pendleton's maternity leave is scheduled for May and June. She will begin working again part-time in July and return full-time the last week of the month. Audit dates are not set yet, but Aliessa is working on a schedule with the auditor. For the April Finance Committee meeting, she would like to discuss ordinances.

There being no other business, the meeting was adjourned at 6:02 p.m.

B. Building, Grounds, and Safety Committee

In attendance: Melissa Sierra, Devin Flanagan, Tom Stagg, Larry Thomason

The Building, Grounds, and Safety Committee meeting was called to order at 4:30 p.m.

Parking Lot Approach Follow-up: Hoerr's Blacktop and Sealcoating begins operation in April, and as such, scheduling of the parking lot repair will take place when they have opened.

Alarm and related inspections: Thompson Electronics is scheduled to perform the annual alarm and emergency system inspections in April also.

Second Digital Display Mounting: We will attempt to mount in the periodicals section.

Monthly Consortium Facilities Meeting: March 11th Devin will attend these meetings, as they are for educational benefit.

Posting Groundskeeper Position: the groundskeeper position will be posted today.

Spring Cleaning and Tidy-Up: We will utilize volunteers to achieve our spring cleaning goals.

Other Business: Little free libraries discussed. Returned books will continue to be held for 3 days in quarantine.

Designated Breast feeding room discussed. Board member advertising discussed.

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

C. Marketing

No meeting held.

8. LEGISLATIVE NEWS

From the IL Trustee Forum: RAILS is working on and promoting an Illinois-wide library database similar to those found in other states. Be on the lookout for news regarding this.

9. DIRECTOR'S REPORT

A. Progress update on Strategic Plan: Timeline

- 1) March 29th Stakeholder Input Meeting
- 2) April 5th Assess the feedback. Review Draft Goals and Action Plans
- 3) April 26th Confirm Final Plan

B. Budgetary Milestones:

- 1) Follow-Up on the Impact of COVID-19 (see graph 1)
- 2) Line items with overages and shortfalls due to content availability
- 3) Loss of vendors though business closures (Playaway company)
- 4) Loss of need for certain services due to new resources availability (Disney+ Streaming)
- 5) Grants Completed:
- 6) Per capita grant (projected increase)
- 7) Transforming Communities Grant Application
- 8) Grants Rewarded:
PPE Illinois State Library grant 500.00

C. Facilities:

- 1) Hoerr's Blacktop and Sealcoating is not planning to start operations until April this year.
- 2) Hiring a new groundskeeper

D. Personnel:

- 1) Restructure/Reorganization has started
- 2) Timeline

E. Community:

- 1) Book Donations
- 2) Meeting with the Peoria Genealogical Society
- 3) Friends Group to Restarted Meetings
- 4) Glasford Senior Center
- 5) Hollis Rec Center

F. Upcoming:

- 1) Code of conduct/Ethics

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Parking Lot Repairs

This motion passed in the consent agenda.

B. APL Employment Application Update #0321-7

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

This passed by a unanimous roll call vote

12. NEW BUSINESS

A. APL Collection Development Policy #0321-8

Updates to the policy must be made and will be presented at April's Board Meeting.

B. RESOLVED, THAT THE FACILITES MANAGER, DEVIN FLANAGIN, IS ABLE TO OBTAIN BALANCES, MAKE TRANSFERS, AND RECEIVE BANK STATEMENTS ON ALL ACCOUNTS USED BY ALPHA PARK LIBRARY.

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: I would like to note that this week marks one year since our library was closed to the public for COVID-19. While we have been able to reopen and provide services for our patrons, we are still very much affected by the ongoing pandemic.

This week alone, we had multiple employees that were required to self-quarantine while waiting test results. The continued strain this pandemic has put on the staff of the library is underlying and consistent in our daily operations. Yet, the staff at APL continue to come to work and do the best job they can. I cannot express how grateful I am to be part of this amazing team. I am also incredibly proud with the level of grace that each of these folks have been able to present in the face of this challenging time.

On that note, I wanted to give commendations to the folks at the Reference desk. Danielle Beasley, Lisa Pallardy, Allie Bergerhouse, and Beth Weiner. Even through continual staff shortages, they still manage to impress our patrons on a daily basis. Good Job folks!

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.***