

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, MARCH 21, 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. Monday, March 21, 2022 in Meeting Room #3, President Kyle presiding.

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

Members Absent: None

Staff Present: Melissa Sierra, Aliasha 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), and #5 (Financial Report and Expenses) by President Kyle.

Trustee VonRohr 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 FEBRUARY 22, 2022, 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 \$108,832.53 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Hello all,

Welcome to our March Board of Trustee Meeting.

Please note that we all are required to fill out the yearly "Statement of Economic Interest". This needs to be filled out thru the Peoria County Clerk web site. I have emailed last week each of you the latest instructions for this updated form. Please have this completed by May 2nd.

Also, look at your calendars to see about your availability for attending this year's Trustee Day on Thursday October 20th. It will be an in person conference this year in Rosemont, IL.

Please take a look at our Circulation Report for FY for the first 8 months. As we continue on to what type of programs, activities and events we can have after returning from our COVID separation, take note of progress we have made in various areas. We are also continuing to be the support our community needs thru our library services.

Thank you for all you do for our Alpha Park Library and all the opportunities that we provide here.

7. COMMITTEE REPORTS

A. Finance Committee

Attendees: Director Sierra, President Kyle, Aliesha Pendleton, Tom Stagg Via Zoom
Scott Pointon

The meeting was called to order at 4:00 P.M.

Scott Pointon the Director of the White Oak Public Library in Romeoville joined Via Zoom. Scott told us about his Libraries journey setting up a foundation. The process started before the pandemic. They initially set up a board for the foundation and started the process and then the pandemic hit. After a year of no meetings, they started the initial mailing of 300 letters and got \$3,000 in seed money for the foundation. We discussed the Board makeup and other issues the Board had in starting the process. The foundation has been granted 501 (3) C status and had their first 4 fundraising events at the library. They also started a Donor tree with various levels having leaves and Acorns in the White Oak. He also discussed his naming rights to rooms and other parts of the library. It was very interesting conversation. He also forwarded the paperwork needed to start the foundation process.

Melissa told us about her conversations with Northern Illinois University. They highly recommended using the Community Foundation to be the money manager for the Foundation. They provided a lot of insight into the foundation and the processes we would need to work through.

The Southside Mission sent a letter about their camp in Fulton County that fits the requirements of the Nonprofit status that the Mission has in place.

The \$10,000 grant from the American Library Association and the National Endowment for the Humanities. Was discussed and the details will be discussed at the Board meeting.

A discussion of the RFID / Automation upgrade was discussed. The TechLogic platform was discussed. This equipment was highly recommended by many of the RSA libraries and is fully functional with the systems at RSA. The purchase of the various components will be made in October of 2022 Two (2) self-check Kiosks and then in the Spring of 2023 the gates will be purchased and installed. Hand out of all the details will be in the Board Packet.

We then discussed the Tuition Reimbursement policy as we have some interest with the new staff additions. This will need to be addressed in the new Budget for the 2022-2023 fiscal year.

GFL the new owners of Peoria Disposal damaged the area around the dumpsters, and they sent a settlement offer to fix the area that was damaged.

Meeting was adjourned at 5:15.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

Attendees: Devin Flanagin, Melissa Sierra, Sara Woiwode, Gayle Carr, and Mackenzie Grzesiak

Call to Order 10:30.

Meeting Discussion:

1. Next program guide will be published in June. We will put local advertisers in our next guide to help defer the cost of printing.
2. ARP Humanities Grant: we have distributed press release to local and state government, news outlets and social media.
3. WCBU underwriters: too expensive for minimal return. We will continue to use our marketing outlets, including advertising in community theatre playbills.
4. Social Media: Mackenzie is trying a new method of posting to Facebook, she will compare results at the end of the month. Instagram account is increasing followers every month. We will ask the teen advisory board to create tik toks for the library. Our website gets 4,000 unique hits a month, we need to look into updating the website.
5. Marketing budget for the next fiscal year: \$2,000

Meeting was adjourned at 11:00.

8. LEGISLATIVE NEWS

Cards for Kids Act passed the Senate unanimously. It is now with the House of Representatives. Once fully signed into effect, we have the option of opting out. However, it should not have much impact on us.

ILA trustee forums are coming up. Check the ILA website for details.

9. DIRECTOR'S REPORT

A. Updates:

- 1) New programs have started:
 - Book clubs
 - Story-times
 - Arts and Crafts
- 2) Staffing/Personnel:
 - Part time position posted and interviews will begin next week
 - Continuing Education
 - Safety Training Day March 30th
- 3) Facilities:
 - Resuming extended hours April 2nd
 - Shelving Organization still in progress
 - Automation and RFID update
 - Legionella test
 - Arborist for downed trees
 - Public Printer back to normal
 - Bids for vent cleaning
 - Parking lot Bids for seal and fill under review
 - Dirt and top soil

4) Community:

- Partnership with Girl Scout Troop 4031
- Partnership with St. John Child Care
- Partnership with other areas 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: Created a calming room in the youth services area. Continue to expand our services and programs. Adding additional items such as video games to our collection. We have worked towards creating an inclusive Teen Space.
 - ii. (Increase visibility of services through partnerships)
Goal B actions: Partnering with additional art outlets to showcase local talent. Reaching wider with our program guide distribution. Looking into additional marketing options. Adding more community partnerships.
 - iii. (Supportive Training and PD and Policy)
Goal C actions: Safety training for March will be emergency first aid and active shooter training.
- 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. Additional distribution of the program guide has included areas outside our district, as well as new places inside our district. Making the guide available during all programs, and finding new places to advertise.
- 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 submitted for the Peoria Garden Club
 3. Looking at expanding community partnerships for public health grants
- 5) The following is a list of training and networking events participated in over the last two months, by the Director:
 1. RAILS/RSA Users Group Meeting
 2. Peoria Area Director's Meeting
 3. Small group mentorship/Job Coaching w fellow directors
 4. RSA Circulation Committee Meeting

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

A. Endowment/Foundation/Long-Term Investment

This past month proved fruitful with information on this topic; will be continued.

12. NEW BUSINESS

A. RFID/Automation Upgrade Amended Proposal

While previously approved by the Board, Director Sierra provided an updated timeline and details on the process.

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

14. COMMENDATIONS

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:38 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, April 18, 2022 at 7:00 p.m.***