

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MONDAY, APRIL 18, 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, April 18, 2022 in Meeting Room #1, President Kyle presiding.

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

Members Absent: Sara Woiwode

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), 12A (Paid Sponsorship Policy), 12B (Work from Home (Telecommute) Policy), 12C (Video Gaming Check-out Policy), and 12D (Request for Reconsideration Form) 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 MARCH 21, 2022, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

*RESOLVED*, THAT THE EXPENSES FOR MARCH, IN THE AMOUNT OF \$147,567.64 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to tonight's board of trustees meeting. Hope everyone is doing well. As you can see from our board packet, we had lots of activities going on at Alpha Park Public Library this past month. We are gearing up for our Summer Reading Program and this will be nice to see all the activities & reading that the kids & adults will be doing this summer.

Please take note of the information for educational purposes for our trustees in our board packet. We have Chapter 1 of Trustee Duties & Responsibilities. This 3-page document is a great refresher for all of us. Also included is the information on Open Meeting Acts-Reasons for Holding Closed Meetings.

On May 21st in Alsip, IL at the Alsip-Merrionette Park Public Library from 9 to noon is Trustee Day 2022. See the document for registration.

We are preparing for our annual review of our Library Director. We have some documents that Melissa has supplied on her progress on her goals. We will use the same forms we did for last year in this process. We will form a review committee at next month's meeting and compile our responses in May/early June.

Thank you all for your service in making our Library a great addition to our community.

## 7. COMMITTEE REPORTS

### A. Finance Committee

Attendees: Tom Stagg, Crystal Kyle, Melissa Sierra, Aliesha Pendleton

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

The proposed Paid Sponsorship Policy was discussed as an opportunity to get added revenue to cover costs with the quarterly program guide. It will be presented in the upcoming Board meeting.

The committee was updated on the Fill and Seal of the parking lot and discussion of cost.

The new roller shelving for the circulation department that will replace the current shelving in the Circulation is a great update to the area.

The Grant Committee update was presented by Director Sierra, the \$10,000 Humanity grant is in place and progressing for the Oral History of the State Hospital. The committee is working on more grant opportunities.

The mapping of the district by the Illinois State Library and Laboratory of Applied Spatial Analysis showed that we had lost many residents between the 2010 and 2020 census. The shortfall was discussed, and some follow-up items were discussed. With the increase funding from the Illinois State Library per capita grant and an increase in the Illinois Department of Revenues Personal Property Replacement Tax (PPRT) the loss of population is less of an issue in the financials for the library.

Financial report was presented, and discussion was on the Unemployment expense is going to be trending down in the next months. Also looked at Periodical expenditures. Endowment / Foundation was briefly discussed about formation of a committee formation. This will be discussed in the Board meeting under Old Business.

Meeting was adjourned at 4:05.

### B. Building, Grounds, and Safety Committee

Attendees: Kris Adams, Barbara Vlachos, Melissa Sierra, Devin Flanagan

The meeting was called to order at 4:30 p.m.

The committee reviewed bids for the fill and seal of the parking lots. The committee recommends that we accept the bid from Tazewell County Asphalt Company, Inc.

The Committee heard a report of the RFID initiation process. A plan has been developed for staff duties. The weeding for the downstairs collection is complete.

The library has received an insurance payment for the garbage enclosure. The library plans to use the funds to replace the current wood structure with one of cinderblock or brick in order to have a more secure enclosure in case of future accidents involving the structure.

An analysis of building security and safety strategies took place as part of the staff training day last month. From this it was noted that key locks and key pads need to be updated. Also, the "Drugs and Drug Paraphernalia Policy" will need to be updated.

A leak from a roof drainpipe was recently repaired. It was determined that the leak was formed by the usual freeze/thaw cycle. An inspection after repairs shows all looks good.

Classy Grass has been contacted about conducting roof cleaning twice each year.

Work on erosion control will continue, dependent on the weather. There is a need to acquire dirt, seed, and/or sod. There is concern for the drainage ditch. Soil and pest control work will be done by American Pest Control.

A fire alarm inspection will be conducted on the morning of April 25, 2022.

The meeting was adjourned at 5:03 p.m.

C. Marketing Committee

No meeting held.

8. LEGISLATIVE NEWS

Cards for Kids Act passed the House of Representatives and is now waiting to be signed by the Governor.

9. DIRECTOR'S REPORT

A. Updates:

- 1) Summer Reading Program
- 2) Outreach and Programming Development
- 3) Staffing/Personnel:
  - Summer Part-Time Onboarding
  - Loss of Circ/Tech Manager: Management Search
  - RFID Assistance
  - Safety Stand-down Recap
- 4) Facilities:
  - Shelving Organization to Prepare for New Circulation Area
  - Maximize the Reference Space/Forward Facing Towards Patrons
    - (Over the Next Year)
  - Automation and RFID Supplies
    - Slowly coming in
    - Teams and Training
  - Repair for Garbage Enclosure

5) Community:

- RSA Day
- Trustee Training
- Review of Trustee Materials
  - Public Comments
  - Training
  - Serving Our Public 4.0: Standards for Illinois Libraries

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. Currently holding bi-weekly leadership meetings to check in with all departments on goals. Established regular programming curriculum including program plans and evaluations. Regular outreach events are currently scheduled to engage patrons in events and programs outside the library.
- 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.
- 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. Established regular funding for marketing. Marketing committee has sought additional venues for advertising. Investments made in branded items, working to create a cohesive brand, posts across social media platforms consistently. Established and maintains author social media contacts.
- 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 Team consisting of multiple department heads has applied for multiple grants and secured funding from several organizations.
- 5) The following is a list of training and networking events participated in over the last two months, by the Director:
  - i. This quarter I have attended the following trainings:
    - a. Personal Job Coaching with Morton Library Director, Alissa Williams.
    - b. Open Meetings Act Compliance Training: Better Understanding and Compliance Webinar
    - c. Received coaching lessons from RFID Library Trainer on plan and implementation
    - d. RSA Day attended: "Material Challenges", "Weeding Guide", and Local Author Book Talks.
    - e. This year (the year in its entirety) three professional development seminars; two for all staff focused on teambuilding, customer service, and safety; one specifically for the leadership team to focus on managerial development; have been planned and executed.

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

A. Endowment/Foundation/Long-Term Investment

Trustees should begin recruiting people to start the process; will be continued.

12. NEW BUSINESS

A. Paid Sponsorship Policy

The motion passed in the consent agenda.

B. Work from Home (Telecommute) Policy

The motion passed in the consent agenda.

C. Video Gaming Check-out Policy

The motion passed in the consent agenda.

D. Request for Reconsideration Policy

The motion passed in the consent agenda.

E. Fill and Seal Pavement Maintenance Proposal

Trustee Adams made a motion to approve the Fill and Seal Pavement Maintenance Proposal and was seconded by Trustee Carr.

This passed by unanimous roll call vote.

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

14. COMMENDATIONS

Director Sierra commended Lisa Pallardy in the Reference Department on all the help she provided patrons for the last few months with FOID card issues.

Director Sierra commended the entire Youth Services Department for their hard work leading up to the staff's first in-person Summer Reading Program.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:58 p.m.

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President, Crystal Kyle

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Secretary, Sara Woiwode

*Next regular meeting: Monday, May 16, 2022 at 7:00 p.m.*