

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, MAY 16, 2022

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:02 p.m. Monday, May 16, 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. ELECTION OF OFFICERS

Trustee Adams made a motion to keep all officers in their current positions:

President	–	Crystal Kyle
Vice President	–	Gayle Carr
Secretary	–	Sara Woiwode
Treasurer	–	Tom Stagg

This was seconded by Trustee VonRohr.

This motion passed by unanimous roll call vote.

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), 13A (FY2022-23 Board Meeting Dates), 13B (Prevailing Wage Ordinance), 13C (Levying and Assessing a District Tax Ordinance (Maintenance Tax)), 13F (Narcan Policy), 13G (Collection Development Policy Revised), 13J (Tree Trimming Proposal), and 13K (Resolution for the Non-Resident Cardholder Program) by President Kyle.

Trustee Stagg made a motion to accept the consent agenda and seconded by Trustee Vlachos.

This passed by a unanimous roll call vote.

5. MINUTES

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

The motion passed in the consent agenda.

6. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR APRIL, IN THE AMOUNT OF \$135,125.75 BE ACCEPTED.

The motion passed in the consent agenda.

7. PRESIDENT'S COMMENTS

Welcome to our May Alpha Park Library Board Meeting. We have lots of great activities happening at our Library as we prepare for a busy summer. We are providing a lot of great services to our community and the foot traffic inside our library has begun to pick up. Thank you all for your service in attending our meetings and helping out with activities we have been having.

8. COMMITTEE REPORTS

A. Finance Committee

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

The meeting was called to order at 6:54 P.M.

Meeting started with a line-item discussion of the proposed budget. It is in the board packet for review. There was discussion on the additional line items Paid Sponsorship was revenue for any advertising that was used on Alpha Park Public Library printed matter. Video Games, Books and Catalogs YA, and Supplemental (library of Things) Collection Items as these are new items to be added to the collections. Removed from the budget were two (2) line items Miscellaneous Income and Sale of equipment. As neither item is representing depreciable assets, they will be included in the Library Sales/ promotions category. Processing was eliminated as well.

Tree trimming expense was next on the agenda, there were two (2) bids presented and the finance committee would recommend the bid from Right Way Tree and Outdoor Services as the costs are similar and they can have the work done before summer reading programs start.

The Sitton Fund was discussed with the possible use of funds to set up an area outside to be used for Sumer Reading activities and other programs like the music events that occur at the North Branch of the Peoria Public Library, or Young Adult events. It was encouraged to create a plan to present to the Building and Grounds committee. (This might be also included in the new Decennial Committees on Local Government Consolidation and Efficiency Act.)

In the Check register was a check for the replacement of the concrete area around the dumpsters. The area has been repaired, and everyone is invited to inspect at their leisure.

Meeting was adjourned at 7:57.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

9. LEGISLATIVE NEWS

None

10. DIRECTOR'S REPORT

A. Updates:

- 1) Further Summer Reading Preparation
- 2) Trustee Training to help with sign up

- 3) Staffing/Personnel:
 - Dismissal and Hiring
 - Posting for Outreach and Programming Specialist
 - Cross-training for interdepartmental working
- 4) Facilities:
 - Girl Scout Garden
 - Repair of Trash enclosure
 - Story walk
 - Mine Subsidence Report
 - Circulation and Reference space update has started
- 5) Community:
 - FRIENDS Garden Walk Sale
 - Summer Reading Sponsors
 - Peoria Chief Tickets
 - Kartville
 - Fired Up Pottery
 - Riverman Swag
 - Sons of the American Legion
 - Humanities Grant interviews started
 - Interviewed Linda Hernandez (age 80)
 - Student interviews

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. Director continues to have bi-monthly meetings with the leadership team and continues to relay next steps and information on what the plans are.
 - ii. The director has implemented an anonymous box in the break room to receive “blind” feedback from staff.
 - iii. The director has implemented weekly emails to all staff and managers updating all staff on weekly plans.
- 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)**
- 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. The quarterly program guide has been consistently and excellently executed for the past year.
 - ii. The projection of the program guide is to continue to execute a high-quality product with the opportunity for revenue generation.
 - iii. The social media sites have been continually utilized and consistently keep improving on levels of engagement and outreach.
- 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. **(finished and ongoing)**

- 5) The following is a list of training and networking events participated in over the last two months, by the Director:
 - i. The director has attended numerous online and in-person trainings and professional development opportunities.
 - a. RSA Day
 - b. Grant Writing for Libraries
 - c. Personal Job Coach Alissa Williams
 - ii. The director has developed an improved working knowledge of Illinois Library Law.
 - iii. The director has worked with other district library directors to build and access resources for monetary and financial planning for the Alpha Park District Library.

11. COMMUNICATIONS

12. UNFINISHED BUSINESS

A. Endowment/Foundation/Long-Term Investment

Trustee Adams has found an individual interested in being a founding board member; Trustees are encouraged to continue recruiting; will be continued.

13. NEW BUSINESS

A. FY2022-23 Board Meeting Dates

The motion passed in the consent agenda.

B. Prevailing Wage Ordinance

The motion passed in the consent agenda.

C. Levying and Assessing a District Tax Ordinance (Maintenance Tax)

The motion passed in the consent agenda.

D. 2023 Closed Holiday

Trustee Adams made a motion to accept the 2023 Closed Holidays and was seconded by Trustee Vlachos.

This passed by unanimous roll call vote.

E. FY2022-23 Budget

Trustee Stagg made a motion to accept the FY2022-23 Budget and was seconded by Trustee Carr.

This passed by unanimous roll call vote.

F. Narcan Policy

The motion passed in the consent agenda.

G. Collection Development Policy Revised

The motion passed in the consent agenda.

H. Staff Celebration Policy Revised

Trustee Stagg made a motion to accept the Staff Celebration Policy Revised and was seconded by Trustee Adams.

This passed by unanimous roll call vote.

I. Public Comment Policy

After discussion, it was agreed to move the guidelines section to the top of the document and fix a couple grammatical errors.

Trustee Adams made a motion to accept the Public Comment Policy, with the changes as described, and was seconded by Trustee VonRohr.

This passed by unanimous roll call vote.

J. Tree Trimming Proposal

The motion passed in the consent agenda.

K. Resolution for the Non-Resident Cardholder Program

RESOLVED, THAT THE ALPHA PARK PUBLIC LIBRARY PARTICIPATE IN THE NON-RESIDENT CARDHOLDER PROGRAM FOR FISCAL YEAR 2022-2023, USING THE GENERAL MATHEMATICAL FORMULA TO CALCULATE AN ANNUAL FEE FOR \$100.00

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 Mackenzie Grzesiak for her exceptional product and work ethic during her first year of employment. Her skills have resulted in a significant increase in numbers.

Director Sierra commended the Women Helping Women Group for coming in and helping with preparations for the Summer Reading Program.

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:07 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, June 20, 2022 at 7:00 p.m.***