

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, MAY 17, 2021

1. OATH OF OFFICE

President Kyle administered the Oath of Office to the current Board of Trustees. Trustees Carr, Adams, and VonRohr were sworn in and confirmed to their positions.

2. 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, May 17, 2021 in Meeting Room #1, President Kyle presiding.

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

Members Absent: None

Staff Present: Melissa Sierra, Devin Flanagin

Public Present: None

3. ELECTION OF OFFICERS

Trustee Adams motioned to submit the following officers to be voted on:

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

This was seconded by Trustee VonRohr.

The motion passed by unanimous roll call vote.

4. PUBLIC AND AUDIENCE COMMENTS

None

5. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include items #4 (Minutes) and #5 (Financial report and expenses), #14A (Prevailing Wage Ordinance), #14C (Board Meeting Dates FY21-22), #14E (Temporary Guidelines for Meeting Room Usage), #14F (COVID-19 Leave Expansion and Emergency Paid Sick Leave) by President Kyle. Trustee Carr made a motion to accept the consent agenda and seconded by Trustee Stagg.

This passed by a unanimous roll call vote.

6. MINUTES

RESOLVED, THAT THE MINUTES OF THE APRIL 19, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

7. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR APRIL IN THE AMOUNT OF \$106,106.21 BE ACCEPTED.

The motion passed in the consent agenda.

8. PRESIDENT'S COMMENTS

Hello all, welcome to our May Board Meeting.

It is great to have our returning, voted in Trustee, Gayle Carr, and our 2 newly appointed Trustees, Kris Adams & Jordan VonRohr.

Thank you all for serving on our upper board and for serving on our committees.

We are in the last stages of our 3-year Strategic Plan. It was provided this month in our packet, and we will have it on the agenda for the June meeting for approval and then implementation.

We are looking forward to Summer here at Alpha Park Library with a hope for moving back to our normal open hours before the COVID-19 reduction, our Summer Reading Program, along with more activities and foot traffic at our Library.

Remember we do not have a Board Meeting in July, so we will meet back here June 21st at 7pm.

9. COMMITTEE REPORTS

Trustees VonRohr and Adams were elected to the Building and Grounds Committee. Trustees Kyle and Stagg were elected to the Finance Committee.

Trustees Carr and Woiwode were elected to the Marketing Committee.

A. Finance Committee

The Committee met and discussed various expenditures that appeared in the financial report. There was also discussion on the Endowment Fund and how it became about and its function.

Discussion was also surrounding the Peoria County payment to the library that is to be received in June. IPLAR Report to the State Library is starting and is in process.

Director Sierra did some checking on the Sitton Endowment and only proceeds are in the Checking account. It was requested to be used for Large Print Books.

Budget will be reviewed again at the next meeting.

Next Meeting will be in August as there is no Board Meeting in July. Treasurer's report will be sent to all Board members in July for the June Activity.

The next Finance Committee meeting will be held on August 10th, 2021, at 3:00 p.m. The meeting was adjourned.

B. Building, Grounds, and Safety Committee

Mandatory reporting training for trustees will be completed soon.

Staff Monthly/bi monthly training calendar will be made.

Trustees OMA (open meetings act) training online, will be completing soon

Updates to Core standards: ADA compliance, core 4, breast feeding room, moving to new checkout system, security gates \$16-20k

Continuation plan for disaster and emergency plan needs written.
Incident records kept on server, as well as the financial records so that we don't need to worry about them in case of a fire or disaster

Alpha Park Free Library being put in on Thursday
Major/minor repairs from this year: water pipe replaces, doors repaired, water heater replaced, parking lot
Need: full replacement of the front door, hoping below \$5k, crash barricades, under \$500, erosion assessment (sink hole, tree line), patio extension/gazebo, RFID security gates, phones need to go to VOI (voice over internet) system, server system looking to be upgraded to a cloud system, secondary book drop location.

Monday nights will work in September for both of us

Tort liability definition: allows you to purchase things to keep property safe

Maintenance total \$73,875 for last year, asked for an increase of \$11,000 for this year for the series of improvements and repairs including:

Erosion testing
Door updates
Seal and fill of lots
Grounds repairs in Patio area

A walkthrough and various issues around the grounds were examined.

The meeting was adjourned.

C. Marketing

Discussed practices and procedures for library marketing. Melissa Sierra prepared and presented the Marketing Committee Guidelines and Procedures and the Style Guide. Both items were reviewed and approved by the committee.

Strategic Plan Mailer:

A draft of the strategic plan mailer was presented to the committee and changes to layout and design were discussed. A final copy of the mailer will be in the June Board Packets

Little Free Library:

Melissa updated the committee on the Little Free Library. The first Little Free Library, built by Eagle Scout Nico Contreras, will be placed by the Union Hall. It was installed June 10th.

Trustee Carr suggested looking in to registering the Little Free Library on a national database. Melissa will check on this.

Book sale in September:

The Friends of the Library will be hosting a book sale outside in September. Advertising will begin at the end of August.

WCBU Calendar:

Atticus is pursuing the WCBU community calendar. WCBU is having technical difficulties but as soon as they are resolved the next 3 months of library programming will be posted.

The next meetings of the Marketing committee will be September 8th and November 10th. The Meeting adjourned.

10. LEGISLATIVE NEWS

Several house bills are passing through, which will affect APL.

28-07: Local Accumulation of Funds:

“For each fund, more funds cannot be accumulated than the average accumulation of the previous three years.”

32-54: Diversity in Literature:

This one mostly deals with attempted diversification of materials in public schools, but could be an opportunity to diversify our own materials further. We will seek to align wherever possible.

20-71: Illinois Shared Database:

More discussion on a statewide library database for library users which would mitigate consortium and database management and usage costs currently incurred.

The OMA (Open Meetings Act) has also been revised. Committee meetings for relevant organizations must now be scheduled in advance for each yearly cycle.

11. DIRECTOR'S REPORT

Updates:

- 1) Schedule adjustment for extending hours
- 2) Grant applications
- 3) Finishing up strategic plan
- 4) Program Guide/Quarterly News Letter

Facilities:

- 1) New Groundskeeper is hired
 - a. Grounds development with Friends
 - b. Grounds repairs and projects

Personnel:

- 1) New personnel onboarding
- 2) Plan for additional Personnel
- 3) Implementation of restructure

Community:

- 1) Outreach for stakeholder engagement
 - a. The Village
 - b. The Township
 - c. The Mayor
- 2) Concerts in the Park
 - a. line up

Follow Up:

- 1) Virtual Programming
 - a. counting and using streaming programs
 - b. Temple Grandin
 - c. Virtual Book Club
 - d. Summer Reading Program Plans
- 2) Friends Group
- 3) Donations being accepted

12. COMMUNICATIONS

None

13. UNFINISHED BUSINESS

A. Parking Lot Repairs

The Parking lot repair project has been completed.

14. NEW BUSINESS

A. Prevailing Wage Ordinance #0521-5
This passed in the consent agenda.

B. Levying and Assessing a District Tax Ordinance (Maint Tax) #0521-7

C. Board Meeting Dates for FY2021-22 #0521-8
This passed in the consent agenda.

D. Closed Holidays FY2021-22 #0521-9

It was decided that staff should be surveyed for holiday preferences to update the holiday policy, as well as updating outdated specificities.

E. Temporary Guidelines for Meeting Room Usage #0521-10
This passed in the consent agenda.

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

Trustee Stagg motioned to go into closed session at 7:58 p.m., seconded by Trustee Carr. The Director Evaluation Committee was formed, and the timeline for the Director's review was agreed upon. Trustee Adams motioned to return to regular meeting at 8:10 p.m. and was seconded by Trustee VonRohr.

16. COMMENDATIONS

None

17. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:11 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, June 21st, 2021 at 7:00 p.m.***