

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, JUNE 21, 2021

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, June 21, 2021 in Meeting Room #1, President Kyle presiding.

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

Members Absent: Tom Stagg

Staff Present: Melissa Sierra, Devin Flanagan

Public Present: Barbara Vlachos

2. PUBLIC AND AUDIENCE COMMENTS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include items #4 (Minutes) and #5 (Financial Report and Expenses).

Trustee Woiwode 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 MAY 17, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR MAY IN THE AMOUNT OF \$137,529.73 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Hello all,

Welcome to tonight's meeting- whether in person or via Zoom, it is good to see you all.

We are finishing up another Fiscal Year here at Alpha Park Library, and we are thankful that we made it through all of the restrictions due to COVID-19, the changes that have occurred and being able to continue great programs and services to our patrons. Take a close look at our circulation FY20-21 report and see how our numbers dramatically decreased in many areas. However, we have found new and creative ways to continue to provide programs and services. Our total library cardholders has decreased this past year, but as our community returns to a normalcy this year, we will provide ways to increase this. Our webpage visits have remained high and consistent so we will have staff continuing to keep this digital tool updated.

As Trustees, please make sure your American Library Association dues are up to date. The Library provides reimbursement to Trustees for this yearly membership.

After 2 years of planning meetings, surveying and finalizing our 2021-2024 Strategic Plan is ready for publication and implementation. Thank you to everyone that helped out in this process. This will provide a great guide for us at Alpha Park Public Library to serve our community.

We will not meet for a board meeting and Committee Meetings in July, so everyone enjoy the summer break and we will meet again on Monday, August 16, 2021.

7. COMMITTEE REPORTS

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.

8. LEGISLATIVE NEWS

The State budget has been signed. Jesse White is not going to run for reelection. There are many grant opportunities for Libraries. The Database bill has been refiled with the Illinois State Library holding stake for the panel. Overall good news.

9. DIRECTOR'S REPORT

Updates:

- 1) Scheduling updates
- 2) Final Strategic Plan
- 3) Slow introduction of in person programming

Facilities:

- 1) Investment in crash barricades
- 2) Self-check
- 3) Big repairs

Personnel:

- 1) Job Postings
- 2) Retirements

Community:

- 1) Regular meetings
- 2) Outreach development

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Holiday Policy Update #0621-6
Consensus upon a rework reached, this will be tabled.

B. Strategic Plan 2021 #0621-7
Passed via unanimous roll call vote. Trustee Adams motioned, seconded by Trustee VonRohr.

12. NEW BUSINESS

A. Budget and Appropriation Ordinance (#21-6) #0621-5
Passed via unanimous roll call vote. Trustee Woiwode motioned, seconded by Trustee Adams.

B. Committee Meeting Dates #0621-8
One date changed to August 10th; passed via unanimous roll call vote. Motioned by Trustee VonRohr, seconded by Trustee Woiwode.

C. COVID-19 Phase 5 Updated Guidelines for Library Usage #0621-9
Vaccinated individuals are no longer required to wear masks. Capacity restrictions for APL eliminated. Meeting Rooms will resume operation for NFPs, and community events with exceptions. Fall is the goal for a return to normalcy. Passed via unanimous roll call vote. Motioned by Trustee Adams, seconded by Trustee VonRohr.

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

Trustee Woiwode motioned to go into closed session at 7:50 p.m., seconded by Trustee Carr. The Director Evaluation Committee met and gave a review for Director Sierra. Trustee Candidate Barbara Vlachos' application was also reviewed.

Barbara Vlachos' application was approved, motioned by Trustee Adams, and seconded by Trustee Carr via unanimous vote.

The Director's Review Committee recommends continual employment of Melissa Sierra with a 3.5% increase to pay. The motion was made by Trustee VonRohr and seconded by Trustee Adams. The motion passed unanimously.

Trustee VonRohr motioned to return to regular meeting at 8:10 p.m. and was seconded by Trustee Carr.

14. COMMENDATIONS

None

15. 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, August 16th, 2021 at 7:00 p.m.***