

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, AUGUST 15, 2022

1. AUDIT PRESENTATION

2. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:22 p.m. Monday, August 15, 2022 in Meeting Room #1, 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: Heidi Rhea, Aliesha Pendleton

Public Present: None

3. PUBLIC AND AUDIENCE COMMENTS

None

4. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #6 (July Minutes), #7 (Financial Report and Expenses), 14A (Secretary's Audit), 14B (FY 21/22 Receipts and Disbursements Report), and 14C (Levying and Assessing District Tax Ordinance No. 22-6) by President Kyle.

Trustee Woiwode made a motion to accept the consent agenda and seconded by Trustee VonRohr.

This passed by a unanimous roll call vote.

A motion to rescind the consent agenda was made by Trustee Adams and seconded by Trustee Stagg.

This passed by a unanimous roll call vote.

A new consent agenda was presented to include #7 (Financial Report and Expenses), 14A (Secretary's Audit), 14B (FY 21/22 Receipts and Disbursements Report), and 14C (Levying and Assessing District Tax Ordinance No. 22-6) by President Kyle.

Trustee Woiwode made a motion to accept the consent agenda and seconded by Trustee VonRohr.

This passed by a unanimous roll call vote.

5. MINUTES

RESOLVED, THAT THE MINUTES OF THE JUNE 20, 2022, REGULAR MEETING BE ADOPTED AS PRESENTED.

Trustee Adams made a motion to accept the June Minutes with additional wording added to #2 (Public and Audience Comments) and was seconded by Trustee Woiwode.

This motion passed unanimously.

6. MINUTES

RESOLVED, THAT THE MINUTES OF THE JULY 8, 2022, SPECIAL MEETING BE ADOPTED AS PRESENTED.

Trustee Stagg made a motion to accept the July Minutes with changes made to the Decennial Committee and was seconded by Trustee Vlachos.

This motion passed unanimously.

7. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR JUNE, IN THE AMOUNT OF \$136,567.26 AND JULY, IN THE AMOUNT OF \$114,687.21 BE ACCEPTED.

The motion passed in the consent agenda.

8. PRESIDENT'S COMMENTS

Good Evening everyone. We have had a good summer at Alpha Park Library with a fantastic in person Summer Reading Program for our Youth & Adults in the Community, a number of in person programs & activities and many people coming into our library to enjoy our selection of books and many other items to check out. Also, as a Board we have had a number of committee meetings working on a number of items for the Library. One of those was the Director Selection Committee who interviewed a number of candidates for our open Library Director position. We will discuss this further tonight in our closed session. We continue to look forward to the ways our Library can provide service to our vast geographical area of patrons. Thank you to our staff and all of you for your volunteering and keeping our Library a great place to be.

9. COMMITTEE REPORTS

A. Director Search

1. July 20, 2022 1 pm to 5 pm

Trustees Present: Crystal Kyle, Sara Woiwode, & Barbara Vlachos

Candidate #1 Interviewed in person at 1:00 pm

Candidate #4 Interviewed in person at 2:00 pm

Candidate #5 Interviewed via Google Meet at 3:15 pm

Candidate #2 Interviewed via Google Meet at 4:00 pm

We then discussed the candidates that we interviewed. We left the meeting room at 4:55pm

2. July 25, 2022 11 am to 1:30 pm

Trustees Present: Crystal Kyle, Sara Woiwode, & Barbara Vlachos

Candidate #6 Interviewed in person at 11:00 am

Candidate #3 Interviewed via Google Meet at Noon

We then discussed the candidates that we interviewed. We left the meeting room at 1:30pm

3. July 27, 2022 9:00 am to 1:00 pm

Trustees Present: Crystal Kyle, Sara Woiwode, & Barbara Vlachos.

Staff Present: Heidi Rhea

Candidate #1 Interviewed in person at 9:00 am

Candidate #5 Interviewed via Google Meet at 10:00 am

Candidate #2 Interviewed in person at 11:00 am

We then discussed the candidates that we interviewed. We left the meeting room at 12:20pm

Trustee VonRohr made a motion to accept the July 20, 2022, July 25, 2022, and July 27, 2022 director search minutes and was seconded by Trustee Carr.

This motion passed unanimously.

B. Finance Committee

Attendees: Tom Stagg, Crystal Kyle

The meeting was called to order at 1:37 p.m.

FYI 21-22 Receipts and Disbursements were discussed and recommend for approval.

Ordinance Publishing Budget Line was reviewed.

MidAmerican Energy Contract was reviewed. With the large increases in Energy bills. We are protected from a drastic rate change until end of 2024. The agreement was made by Devin and John before the energy woes struck the economy. That is great news for APL.

President Kyle updated the IPLAR and how close staff was in finishing the report.

We reviewed several financial policies that the current Board have not reviewed and will have those policies for review at the next Board meeting.

Finance meeting went to closed session. Items discussed will be presented at tonight's closed session.

C. Building, Grounds, and Safety Committee

Attendees: Kris Adams, Barbara Vlachos, Jordan VonRohr, Melissa Sierra, Heidi Rhea, Devin Flanagin

The meeting was called to order at 4:33 p.m. by Trustee Adams

Work to seal the parking lot was completed quickly. Devin will follow up within 30 days. RFID process continues. Large print is finished and YA is close to being done. Graphic novels will be next. Workstations should be done this week.

Regarding outdoor work, tree trimming is finished. Roof top unit coil replaced through heating and cooling vendor agreement. About 100 plants have been added outside. The garden walk was successful.

We continue to monitor the septic system.

There was a suggestion to reach out to the Peoria International Airport about the gully between the properties.

A shed for tools will be delivered on Monday. This will be used to set up a "Library of Things" for patrons to check out.

The committee then took a tour of the grounds, which included discussion of draining of water on the east side of the south parking lot.

The meeting was adjourned at 5:19 p.m.

D. Marketing Committee

Attendees: Carolyn Cracraft, Mackenzie Grzesiak, Devin Flanagin, Heidi Rhea, Gayle Carr, Sara Woiwode

The meeting was called to order at 10:30 a.m.

Library Tik Tok account: reach younger audiences, ask teen advisory board to make videos.

- October – teen Tik Tok programming
- Reach out to Rocket One at Limestone (video production)
- Key Club, Student Council outreach at Limestone

Summer Reading Review

- Youth services programs well attended; patrons didn't know they needed to sign up. Be more consistent with registration.
- Adult programs were hit or miss. Bringing back popular yoga instructor
- Biggest dilemma, people sign up but don't come. Try door prize system in the winter.

Program Guides

- Next program guide covers Sept, Oct, Nov
- Department heads submit programs to Mackenzie
- Programming hiatus for August and September
- Program guide to feature services.
- Locations of distribution: Heidi reduces places she is picking up extras from. Add doctors offices, Holly Brook Village, Local salons, West Peoria, Bright Futures Early Childhood Parent home teacher.

Facebook Sharing Lists:

- Lisa will share Facebook events to other community pages, Heidi will prepare a list.
- Start including after the fact posts- "Wednesday Wrap up" including pictures. Lisa will remind staff to send her pictures from their events.

Giving Tuesday:

- Funds raised will go towards the purchase of a new circulation desk.
- "Loading Bar" to mark progress. Check with Aliesha on funds already received to pre load bar. Goal will be \$20K.
- Put something in program guide regarding progress with our RFID system (Giving Tuesday last year we requested funds for a self checkout desk)
- Begin promoting Giving Tuesday November 1st, extend through December 31st
- Consult with circulation department about issues with current desk and need for a new one.

Yarners Fundraiser

- Silent Auction in September, chaired by Atlas and Sharina
- Raffle in October with blanket made of knitted squares patrons have been submitting.
- Proceeds go to the library

Meeting Adjourned 11:18

10. LEGISLATIVE NEWS

Illinois Library Association is continuing to support having a state-wide database. They also are pushing to get the ability to use virtual attendance at board meetings to be permanent.

11. DIRECTOR'S REPORT

A. Updates:

- 1) Summer Reading Program
- 2) Outreach and Programming Development
- 3) IPLAR Status
- 4) Staffing/Personnel:
 - Summer temp workers end
 - Circulation
 - Job Description updates
 - Staff Safety In-Service this Summer
- 5) Facilities:
 - Storage room clean up and organizing
 - New Outreach Office located in downstairs study room
 - RFID update
 - Staff Picnic Table update
 - Phone system and PA system update
- 6) Community:
 - Senior Coffee (Sept, Oct)
 - Concerts in Park (Aug, Sept)
 - Humanities grant podcast

12. COMMUNICATIONS

13. UNFINISHED BUSINESS

A. Decennial Committee

President Kyle informed the board that a committee will be formed at the August Board Meeting and to consider involvement in its inception.

14. NEW BUSINESS

A. Secretary's Audit

The motion passed in the consent agenda.

B. FY 21/22 Receipts and Disbursements Report

The motion passed in the consent agenda.

C. Levying and Assessing District Tax Ordinance No. 22-6

The motion passed in the consent agenda.

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

Motion to go into closed session at 8:19 p.m. was made by Trustee Vlachos and seconded by Trustee Woiwode.

Motion to return from closed session at 9:02 p.m. was made by Trustee Vlachos and seconded by Trustee Stagg.

Action Taken: The Interim Director to receive a bonus for each week in that role until new Director starts.

The motion was made by Trustee Adams and seconded by Trustee Woiwode. The motion passed by a unanimous roll call vote.

To offer Director position to candidate #2. If candidate #2 declines, offer to be extended to candidate #1.

The motion was made by Trustee Adams and seconded by Trustee Vlachos. The motion passed by a unanimous roll call vote.

16. COMMENDATIONS

Interim Director Rhea commended all library staff for a successful Summer Reading Program.

President Kyle commended Interim Director Rhea for her excellent help during this interim period and guiding staff.

17. TRUSTEE COMMENT

Trustee Woiwode:

"It is my opinion that the director's report submitted by Director Sierra at our June meeting, as recorded in the meeting minutes, was biased and inaccurately stated 'overwhelming support' for LGBTQ+ displays and nametags at the library. Director Sierra stated verbally that there has been opposition to the displays and nametags. I followed up with her after our meeting and she provided me with communications in opposition to the displays and nametags, she had no examples of support. I believe this Board's minutes should reflect this discrepancy."

18. ADJOURNMENT

There being no other business, the meeting was adjourned at 9:08 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, September 19, 2022 at 7:00 p.m.***