

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, AUGUST 16, 2021

1. OATH OF OFFICE

President Kyle administered the Oath of Office to Barbara Vlachos, newly-appointed to the board.

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, August 16, 2021 in Meeting Room #1, President Kyle presiding.

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

Members Absent: None

Staff Present: Melissa Sierra, 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 #5 (Minutes), #6 (Financial Report and Expenses), #12 A (Holiday Policy Update), 13 A (Secretary's Audit), B (Receipts and Disbursements Report FY 20/21), C (Levying and Assessing District Tax Ordinance No. 21-6), E (Timesheet Policy), and G (Resolution for the Non-Resident Cardholder Program) by President Kyle.

Trustee Carr made a motion to accept the consent agenda and seconded by Trustee Adams.

This passed by a unanimous roll call vote.

5. MINUTES

RESOLVED, THAT THE MINUTES OF THE JUNE 21, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

6. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR JUNE, IN THE AMOUNT OF \$147,008.99 AND JULY, IN THE AMOUNT OF \$119,902.12 BE ACCEPTED.

The motion passed in the consent agenda.

7. PRESIDENT'S COMMENTS

Hello all,

Hope your summer is going well and you are able to enjoy some great activities in our community. I am happy to report that we now have all 7 members of our Trustee positions filled & thank each of you for your volunteering and support towards our Alpha Park Public Library.

We continue to work towards providing a safe place for our patrons to come to check out books & other items at our library, both in person and virtual activities and our staff continues to help those needing services from our library.

This year's ILA Annual Conference is virtual on October 12-14. As Trustees, there are a number of breakout sessions that are beneficial. Please sign up if you are able to attend.

Also as Fall approaches, please make sure your OMA (Open Meetings Act) training. These can be found at www.librarylearning.org

Each of you should have at your spot tonight the hard copy of our publication that went out for the Strategic Plan 2021-2024. This turned out very good. Please take a look at it and keep on hand as we will be referring to it as we begin the process of implementing our plans.

8. COMMITTEE REPORTS

A. Finance Committee

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

Meeting started with a discussion of June and July Expense reports. There was discussion of some items like postage, printing costs, and other variable cost items. The individual managers are looking at their own expense items and this was explained.

Audit Update with the Ginoli firm was discussed. They are going to present a final report at the next Finance Meeting in September. All trustees are invited to attend.

There was an update on paying off the Bond from the referendum. It will be paid off by 2026.

Receipts and Disbursement reports had a discussion on some of the e-services and how many folks were using. The possibility of dropping some and adding additional services. The Endowment fund was discussed, and with changes in Tax Code there will be a discussion in New Business about setting up a foundation.

The FY 21-22 will be presented to vote on for approval at the next Board Meeting. Director Sierra has talked with several experts in the formulation and has it ready for approval.

Meeting was adjourned at 4:00.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing

No meeting held.

9. LEGISLATIVE NEWS

None

10. DIRECTOR'S REPORT

A. Updates:

- 1) Aliasha has returned
- 2) COVID-19 updates
- 3) Meeting Rooms being utilized
- 4) Study Rooms
- 5) IPLAR
- 6) Audit work complete. Reports issued by 9/15.
- 7) All trustees invited to the Financial Committee meeting 9/14
- 8) Summer Reading wrap up

B. Staffing/Personnel:

1) New Personnel

- a. Circulation
- b. Youth Services (internal 2)
- c. Tech Services (internal 1)

2) Possible Reorg for Operations-

- a. Please Provide Feedback

C. Staff Development Day:

1) September 29th

2) Cross training for all staff members (circulation)

D. Facilities:

- 1) Door repair
- 2) Safety SPOC
- 3) Inspections

E. Community:

- 1) Heidi Rhea has received the 25 Women in Leadership Award. Sept 2nd
- 2) Congratulations for RAILS Board Member

F. Upcoming:

- 1) Fall Programming (in person/virtual)

11. COMMUNICATIONS

12. UNFINISHED BUSINESS

A. Holiday Policy Update

The motion passed in the consent agenda.

13. NEW BUSINESS

A. Secretary's Audit

The motion passed in the consent agenda.

B. Receipts and Disbursements Report FY 20/21

The motion passed in the consent agenda.

C. Levying and Assessing District Tax Ordinance No. 21-6

The motion passed in the consent agenda.

D. Conduct Ordinance No. 21-7

Document needs additional editing; will be presented as Old Business in September.

E. Timesheet Policy

The motion passed in the consent agenda.

F. Director and Staff Goals

All goals will be updated to monthly reporting.

Trustee Adams made a motion to accept the Director and Staff Goals and seconded by Trustee Stagg.

This passed by a unanimous roll call vote.

G. Resolution for the Non-Resident Cardholder Program

RESOLVED, THAT THE APLHA PARK PUBLIC LIBRARY PARTICIPATE IN THE NON-RESIDENT CARDHOLDER PROGRAM FOR FISCAL YEAR 2021-2022, USING THE GENERAL MATHEMATICAL FORMULA TO CALCULATE AN ANNUAL FEE FOR \$100.00

The motion passed in the consent agenda.

H. Endowment Fund

More research is needed on creating a foundation; will continue as Old Business.

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

15. COMMENDATIONS

Director Sierra commended Robyn Shope for stepping up in the circulation department while being understaffed and training new staff.

Board members will resume bringing in staff appreciation treats quarterly, beginning with Trustee Stagg for 2021 4th Quarter.

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:53 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, September 20, 2021 at 7:00 p.m.***