

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 20, 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, September 20, 2021 in Meeting Room #1, Vice President Carr presiding.

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

Members Absent: Crystal Kyle

Staff Present: Melissa Sierra, Aliesha Pendleton

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), #11 A (Conduct Ordinance No. 21-7) by Vice President Carr.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE AUGUST 16, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR AUGUST, IN THE AMOUNT OF \$122,950.68 BE ACCEPTED.

The motion passed in the consent agenda.

6. VICE PRESIDENT'S COMMENTS

Hello all,

We've had another successful month at the library with the ability to continue to serve patrons and provide a safe environment for employees and patrons. In addition to providing check out materials, we have been able to offer a variety of programming—both in-person and virtually—to meet the needs of our patrons.

Hats off to The Friends for hosting their annual book sale again this year. And the ability to do so outside under tents provided a safe and great means to do so. We continue to be thankful to the Friends for their ability to host fundraising events and support the library through their purchases of needed items that provide for the library and the services it offers.

September was the last of the summer concert series at Alpha Park. The concert series was undertaken as a joint offering between the library and Alpha Park. This collaboration has been a great way to offer music in the park and provide great community entertainment.

Lastly, our congratulations to Heidi Rhea for being recognized by WEEK Channel 25 and presented one of the 25 Woman in Leadership awards.

7. COMMITTEE REPORTS

A. Finance Committee

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

Meeting started with a presentation Andy Saltzman from Ginoli & Company Ltd of the Audit that was performed. Mr. Saltzman walked us through the audit. Andy explained how the PPP loan forgiveness effected the balances in the report. There was also an issue brought up of \$45,000 loan from Working Cash Fund in 2020 to the IMRF Fund. This was to be repaid to that account. There was not a record of the repayment. That will have to take place in the coming budget.

There was one item He was going to check on that might have some issues out there that we need to be aware. In his research it was Accumulation of Funds in accounts. There was legislation passed that would require that

each fund cannot accumulate more than the average accumulation for the previous three (3) years.

Using other funds for some of the expenses were discussed. Specifically, the Tort Fund was discussed for some payroll transfers.

Safety of our funds was discussed. The sweeps and the way they are set up was appropriate according to Mr. Saltzman

Interest income in the checking account that was monies from numerous funds going to the General fund was discussed. It was felt that no need to change as the interest rates are low a change would have marginal change in the accounts. If there is a substantial increase in the rates, this would need to be investigated again.

There were a few minor changes in the wording of the document with relation to the Alliance Library System being changed to Reach Across Illinois Library System.

Reorganization was discussed and will be presented at the Board meeting.

Brief discussion on the Sitton Funds and correspondence from Former Director Richmond was presented and discussed. No action was taken as this is unfinished business for the Board Meeting.

The Financial Report and Income summary was discussed. No issues were found. We did discuss vendor choice in relation to Equality, Diversity, and inclusion and also vendors in the Library District.

Meeting was adjourned at 4:08

B. Building, Grounds, and Safety Committee

Attendees: Tom Stagg, Kris Adams, Melissa Sierra, Jordan VonRohr, Barbara Vlachos

The meeting of the Building and Grounds Committee was called to order by Kris Adams on Tuesday, September 14, 2021 at 4:10 p.m.

A discussion was held on the potential updating of the phone system infrastructure, switching to Voice Over Internet Phones (VOIP).

Crash barricades were purchased in the previous fiscal year. We are currently waiting on the vendor for installation. The delay is due to supply chain issues. Current project forecast is for completing during spring 2022.

A discussion was held on inclusion of RFID tags on the items in our collection, which would then allow for the installation of a self-checkout

station and an upgrade in the security gates. The pros and cons of doing this project piecemeal as compared to all at once was included in the discussion. The cost of the project is estimated to be sufficient and may require a RFP, depending on the rate of completion.

The outdoor book sale was a success, similar to previous book sales. There was a discussion related to providing additional signage to help motorists know of the event, given that the parking lot is below the road.

The staff workroom will undergo a rearrangement to make it more user friendly, particularly with the proposed staff reorganization to combine the circulation and tech services departments that is currently under discussion. Thank you to all the Friends and Trustees that helped.

The library will be closed on Wednesday, September 29, 2021 for 8 hours of staff professional development on customer service and situational awareness. Deliveries for the day will also be suspended.

Several projects related to inspections and cleaning that have been recently completed were noted. Upcoming projects within the month of September include tree planting, clearing for small pollinator gardens, planting spring flowers, and outdoor seating.

Discussion was held on the parking lot fill and seal for the spring. Discussion also included an upgrade to the arrow striping leading to the book drop in the staff lot.

Discussion also included the potential for a member of the Bartonville Police Department to present at the spring professional development day.

The meeting was adjourned at 4:54 p.m.

C. Marketing

Attendees: Aliesha Pendleton, Devin Flanagin, Melissa Sierra, Sara Woiwode, Carolyn Cracraft

Upcoming events:

- Book sale September 10-11
- Final Concert in the Park September 11
- Return of in-person programming
- Ladies Night September 13th
 - Limited capacity, spots filled quickly

Adult programming continues in person and online to meet demand of patrons. Some still enjoy virtual offerings.

Youth department:

- Johnny Appleseed event outside at the end of September. Received discounted apples from Tanner's.
- October story times are scheduled
- Hosting a Halloween costume trade.
- Offering a joint teen program with Wanda at Pekin Library- Scavenger hunt

Social media marketing via Instagram doing well. Headed by Mackenzie. Features the library's "mascot" - inflatable dinosaurs.

Paper and Print advertising: APL book sale ran in PJ Star community calendar.

Ads being placed in Peoria Players Playbill and TT Racing program. May need to add line item for paper and print advertising in budget.

Radio advertising- Learned that we need a steep annual subscription with WMBD to be featured in their community calendar

- WCIC, local Christian radio station has free community calendar

Looking at Pekin Parks Foundation website for ideas for our website. Adding a “gifting” banner on APL Website.

Giving Tuesday is November 30th this year. We will be offering paper bags of books for sale again this year.

8. LEGISLATIVE NEWS

Trustee Stag shared the following items are being supported by the ILA Public Policy Committee and requesting the Board of ILA to approve:

- State Wide Databases for all Libraries use
- Increasing Broadband Access
- E-book pricing assistance
- Levy & general fund legislation
- New OMA training
- Cards for <18 in unserved areas
- Library Mergers to include adding additional unserved areas to Library Districts
- Extending the Governor's disaster proclamation.

9. DIRECTOR'S REPORT

A. Updates:

- Supply chain disruptions
 - Friends
 - Facilities
 - Vendors (books to booktape)
 - Back-orders
 - Tech items

B. Staffing/Personnel:

- Reorg for Technical and Circulation Services
- SEAPCO Volunteer
- Volunteers Returning
- Remaining open position

C. Facilities:

- Outdoor plantings
- Weeding and beautification
- Tree Planting

D. Community:

- Book Sale
- Concert in the Park
- Homecoming Parade

E. Upcoming:

- Johnny Appleseed Day (Sep 25th)
- Halloween

F. Goals Update:

Goal # 2 See reorganization update

Goal # 3 Advertised in Peoria Players Playbill

Advertised in Peoria TT Motorcycle program

Goal # 4 Assembling Grant Team currently (board participation)

Goal # 5 Trainings, Meetings, Network Connections

Monthly Director Meetings for both Rural and Peoria Area

Collaboration with Peoria Public for Youth Farm Services

Meeting with West Peoria

Collaboration with the University of Illinois College of Medicine Peoria

(Graphic Medicine) Local Authors Event Possibility in the Spring

PLA Youth Data Training

EDI training through ARSL

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

A. Conduct Ordinance No. 21-7

The motion passed in the consent agenda.

B. Endowment/Foundation/Long-Term Investment

More research needs to be done; will be continued

12. NEW BUSINESS

A. Updated Job Descriptions and Department Consolidation

Trustee Adams made a motion to accept the Updated Job Descriptions and Department Consolidation and was seconded by Trustee Vlachos.

This passed by a unanimous roll call vote

B. FY 20-21 Illinois Public Library Annual Report

Report was presented for informational purposes; no vote conducted.

C. FY 20-21 Audit

Trustee Stagg made a motion to accept the FY 20-21 Audit and was seconded by Trustee Woiwode.

This passed by a unanimous roll call vote

D. RESOLVED, THAT THE BOARD APPROVE REPAYMENT OF LOAN TO WORKING CASH FROM IMRF OF \$45,000.00 FROM FEBRUARY 18, 2020.

Trustee Stagg made a motion to approve the repayment to Working Cash from IMRF and was seconded by Trustee Adams.

This passed by a unanimous roll call vote

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

14. COMMENDATIONS

Director Sierra commended the entire circulation department for stepping up these last few months.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:54 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, October 18, 2021 at 7:00 p.m.***