

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
Monday, October 15, 2018

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, October 15, 2018, in the second floor meeting room #2, President Kyle presiding.

Members Present: Mary Ann Gottlieb, Jennifer Hattermann, Shondra Johnson, Crystal Kyle, and Tom Stagg.

Members Absent: Tamara Ruth, Sandy Lingenfelter

Staff Present: John Richmond and Patti Borland.

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

President Kyle presented items #4 (Minutes), and #13B (Open Meeting Act Policy), for the consent agenda.

Trustee Johnson made a motion to accept item #4, and #13B in the consent agenda; seconded by Trustee Hattermann.

The motion passed by unanimous vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE SEPTEMBER 17, 2018, REGULAR MEETING BE ADOPTED.

This was under the consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORT FOR SEPTEMBER BE ACCEPTED, AND THE EXPENSES FOR SEPTEMBER IN THE AMOUNT OF \$132,309.01, BE ACCEPTED.

After a brief question, the motion was made by Trustee Gottlieb and seconded by Trustee Hattermann.

The motion was passed by a unanimous roll call vote.

6. PRESIDENT'S COMMENTS

President Kyle announced that Trustee Ruth gave her resignation and she accepted. She wanted to thank Trustee Ruth for all her help with the board.

President Kyle made a motion for Trustee Stagg to assume the duties of Vice-President. This was seconded by Trustee Gottlieb.

The motion was passed by a unanimous roll call vote.

President Kyle expressed how informative the ILA conference was. She met and shared ideas with many new people.

7. COMMITTEE REPORTS

A. Finance Committee

No meeting.

B. Building & Grounds Committee

The book drop is scheduled to be delivered Wednesday. Debbie is working with Tazewell Co. Asphalt regarding installation.

C. Marketing

No meeting.

D. Safety Committee

No meeting,

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

Financial Overview: At this early point, cash flow is still good; receiving the per capita grant for last year—fully funded, too—was a somewhat unexpected surprise. The library has received the \$21,000-plus for Sara's Project Next Generation grant. Sara believes that her project is the second largest in the state, after the grant received by the Harold Washington Branch of the Chicago Public Library.

Narcan update: The library's insurance carrier does not recommend training for staff in the use of Narcan. Staff should call 9-1-1 instead. The library will investigate a program, or programs, for the public's education in the dangers of Opioids.

Drive-up book drop placement/Airport Road update: Different turns into and out of the north parking lot are all legal, however potentially problematic. The best APL can do is provide signs to encourage or discourage certain turns.

1. Goals for FY 2018-2019: One of the ones specified has to do with other revenue, grants, et al. Heidi is soon to finish an eight-week course from the U. of I. about grant-writing and -seeking. She is putting together a comprehensive package about grant-writing for the librarians. This will include sources/donors; she wants to include a schedule, or timeline, for grant applications.

This year Director Richmond will assemble all building-related plans/documents/other information from the past into one place. This would include referendum info. It would not include digging into old records in the big storage room, but would include everything that's in the Director's office. Over time, dating from before the 2016 referendum, questions of a historic nature have arisen, and answers have been hard to find. This would not be a complete *history* of the library, but might help necessary info to be found.

2. Director Richmond is enrolled in a RAILS workshop on succession planning, from 9:30am-12noon on October 30, via teleconference at RAILS-East Peoria. He also is registered for a RAILS grant-writing webinar on November 7. (RAILS stands for "Reaching Across Illinois Library System.")
3. APL is one of four libraries in the Resource Sharing Alliance (RSA) that are participants in the Find More Illinois! catalog overlay project. Director Richmond is working with RAILS and the RSA to coordinate the project at APL. Staff training is projected (by RAILS in Burr Ridge) for November, with the "go live" date in December. The other three libraries are Illinois Prairie, headquartered in Metamora, Kewanee, and Canton.
4. Two policies are included for review, the Freedom of Information Act and Open Meeting Act policies. The Open Meetings Act Policy is expanded, based on Phil Lenzini's model in the *Administrative Ready Reference* document. The FOIA Policy is one that hasn't changed in its basic form. But certain information must be updated each year—the number of f-t and p-t employees, for example.

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Narcan (see Director's Report)

The Director will follow up on programming for the community.

B. Audit Update (Bank Information)

Trustee Johnson provided a handout for the board. Patti will talk to the bank to verify how our accounts are insured and report back to the board.

12. NEW BUSINESS

A. Revised Budget FY18/19.

This is tabled until the November meeting.

B. Open Meeting Act Policy

This was passed under the consent agenda.

C. Illinois Freedom of Information Act Policy

This was tabled until next month.

13. Closed Session for discussion, per 5 ILCS (Open Meeting Act) 120/2(c)1.

None

14. COMMENDATIONS

The board commended Debbie Martin for all her hard work scheduling the book drop delivery and installation. Director Richmond also commented on Debbie's hard work throughout the capital projects—dealing with contractors, the architect, and other consultants.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:59 p.m.

President, Crystal Kyle

Secretary, Jennifer Hattermann

*Next regular meeting: **Monday, November 19, 2018, at 7:00 p.m.***