

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, OCTOBER 18, 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, October 18, 2021 in Meeting Room #1, President Kyle presiding.

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

Members Absent: Jordan VonRohr

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), #12 B (Notary Services Policy), #12 C (Updated Meeting Room Policy) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE SEPTEMBER 20, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR SEPTEMBER, IN THE AMOUNT OF \$116,988.04 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Hello all and thanks for serving as a Trustee on our Alpha Park Library Board of Directors.

I want to thank Trustee Carr for directing our meeting last month while I was on Vacation.

October was another busy month here at Alpha Park Library. We are offering a number of in person & on line activities and have seen lots of patrons coming back to the library and enjoying our building.

This month the Illinois Library Association hosted virtually its annual conference over a three-day period. With the use of technology, I was able to attend a number of informational conferences and can still join in on some that were running simultaneously. I attended sessions on Social Media, Comic Strips, Membership, Silver Lining-Innovations from the Pandemic, Culture Humility, Small & Rural Libraries-COVID reopening and lessons learned, Behavior Shift, and Trustee Boundaries & Responsibilities. It was great to learn about how other libraries in our state endured with the constraints of the pandemic and learn about upcoming issues and serving our patrons. Other libraries provided a number of great suggestions and ways they are serving their public.

I also want to thank the staff for all the work they put in on getting our annual audit complete and keeping everything in line. With our Fiscal Year ending in June, it is always good to get this wrapped up and focus on the next year ahead.

As we approach our Fall season I am sure we will see a lot more activity here at the Library.

7. COMMITTEE REPORTS

A. Finance Committee

No meeting held.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing

No meeting held.

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

A. Updates:

- Our partnership with University of the College of Medicine at Peoria update
- Increasing circulation- highest days between 500 and 800 circs

B. Staffing/Personnel:

- Currently interviewing for vacant positions
- Upgrading professional library

C. Facilities:

- Glass skylight repairs are done.
- Looking at outdoor equipment to develop our patio area.
- Purchase and install anti erosion devices (path brackets, control wattles and lots, geo-textiles and grids)
- New contact for clock repair

D. Community:

- Homecoming Parade
- Meeting with West Peoria Administrator

E. Goals Update:

- 1) All Staff to execute and implement the 3-year Strategic Plan 2021-2024
Review monthly with Managers on Agenda, update by goal area, assign specific staff and teams to various action items.
Report to BOD progress quarterly
 - a. Reference will start doing in person one on one coaching for tech assistance. We had been doing this sporadically, however, we can begin to build a cohesive system to offer this more regularly and promote it.
 - i. C.1. We have had our professional development day. It was very successful. I requested feedback from the attendees, and received 10 responses from the individuals in attendance. The feedback was predominately positive.
 - ii. C.2. There is now a designated Professional Library Development collection in the break room. We are currently ordering more source materials and will keep the training calendar line-up posted there.
 - iii. C.4. Currently we have several policies that are up for review to promote and progress our services, including the professional development of notary services. All new personnel have been trained through our consortium for the basic workflows processes. And are now connected to the RAILS training sight L-2. This is something that had not previously been done, and I was unaware of.
- 2) Align job descriptions and new organizational chart to fit the needs of changing environment, vision planning and future innovation progress of Alpha Park Public Library.
Report to BOD progress monthly in board report
 - a. Updates have been made, reviewed, and approved. All positions are currently posted online under our employment tab. Currently we are working towards filling the vacant position(s). This is my current priority.

- 3) Staff and APL Board Marketing Committee to work on all aspects of Branding for Alpha Park Public Library to show consistency and professional quality in all areas.
Report to BOD progress quarterly
 - a. Branding Materials. We distributed over 300 interactive items along with branded give-away items for homecoming. Of the 300 interactive items we have had not nearly as much feedback as anticipated. 30 responses, 5 digital responses, and 26 in person responses. The cost for a public radio spot is 2K. I am looking into bill board spaces.
- 4) Develop a Grant Team to find new sources of funding for Alpha Park Public Library. Look at areas where grants can provide new and continued program for our patrons and community.
Report to BOD progress monthly in board report
 - a. Currently we have a working group assembled. We held our first foundation meeting on October 5th, 2021. We are in need of several resources. We are currently working to assemble the following:
 - i. A working list of areas of specialty. So far each individual has on the committee/working group has been assigned an area of interests. I have also laid out a section that is accessible to the group where our EIN, taxing information, agreement letters, and IPLAR resources are available. We are scheduled to provide a check-in on the 20th of this month to look at what resources we have each come across. At this time we will look at what our individual strengths and areas of needed assistance are.
 - ii. At this time I would like to invite all of you to participate in our grants committee. Keeping in mind that the more Board members we have the more difficult it will be. Requiring OMA standards applied to meetings. Ideally I would like to present new grants that we have applied for, and ones that we have been working on in my monthly Director's report.
- 5) Continue to grow in professional development in areas of library management, finances, grants, outreach & networking, leadership and communication.
Report to BOD progress quarterly of classes, certificates & meetings
 - a. This month I have been asked to consult on the strategic plan of a fellow library. And have attended the ILA virtual conference, as well as the Peoria and Rural area Director's meetings.

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

- A. Endowment/Foundation/Long-Term Investment
More research needs to be done; will be continued

12. NEW BUSINESS

A. FY 21/22 Revised Budget

Trustee Stagg made a motion to accept the FY 21/22 Revised Budget and was seconded by Trustee Adams.

This passed by a unanimous roll call vote.

B. Notary Services Policy

The motion passed in the consent agenda.

C. Updated Meeting Room Policy

The motion passed in the consent agenda.

D. Updated Gifts and Donor Recognition Policy

Trustee Stagg made a motion to approve the Updated Gifts and Donor Recognition Policy with one change to page 2, line 2 removing 'or' 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 Atticus Garrison for all his hard work and shared knowledge while being a member of the APL staff as the Reference Department Head and wish him well on his new ventures.

The APL staff recognized Director Melissa Sierra on National Boss' Day 2021. She is greatly appreciated here at the library and was presented with a card and gift.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:50 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, November 15, 2021 at 7:00 p.m.***