

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
Monday, November 19, 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, November 19, 2018, in the second floor meeting room #2, President Kyle presiding.

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

Members Absent: None

Staff Present: John Richmond and Patti Borland.

Public Present: Sara Woiwode and Jessee Dye

2. PUBLIC AND AUDIENCE COMMENTS

Ms. Woiwode and Mr. Dye introduced themselves as potential new board members, running for office in 2019.

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

President Kyle presented items #4 (Minutes), #11A (NARCAN), and #11D (Illinois Freedom of Information Act Policy) for the consent agenda.

Trustee Hattermann made a motion to accept item #4, #11A, and #11D in the consent agenda; seconded by Trustee Lingenfelter.

The motion passed by unanimous vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE OCTOBER 15, 2018, REGULAR MEETING BE ADOPTED.

This was under the consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORT FOR OCTOBER BE ACCEPTED, AND THE EXPENSES FOR OCTOBER IN THE AMOUNT OF \$189,797.99, BE ACCEPTED.

Trustee Stagg gave a few suggestions he had learned from the ILA conference. The financial *information* may need to be presented differently. To be discussed at the next finance committee meeting. A motion was made by Trustee Lingenfelter and seconded by Trustee Gottlieb to approve the financial report and expenses of \$189,797.99.

The motion was passed by a unanimous roll call vote.

6. PRESIDENT'S COMMENTS

President Kyle is pleased with the library's fresh appearance, after two years of work. A few changes in the lighting, and touch-up jobs in the painting, remain.

7. COMMITTEE REPORTS

A. Finance Committee

A meeting was held on Nov. 6 to revise the working budget; after making a few adjustments, the committee recommends that the board accept it.

It is time to dissolve the Working Cash Fund. Working Cash will be dissolved before the end of the calendar year.

A report for the last three years of the working budget will be created to make sure that APL is moving in the right direction with revenue and expenses.

The accounting and payroll software will not be supported after 6/30/2020. Staff is in the process of investigating alternatives.

B. Building & Grounds Committee

Things are winding down with the large projects from the referendum.

It was suggested that APL purchase a flag that has "Book Drop" printed on it to advertise the drive-up book drop in the north parking lot.

C. Marketing

A date for a meeting remains to be set.

The Yarners have donated gift baskets for a raffle.

A box with three suggestions concerning what to focus on in 2019 has been placed in front of circulation. Patrons are encouraged to vote by placing money in the slot by the project of their choice. This is another smaller-scale fundraiser.

D. Safety Committee

No meeting,

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

Financial Overview: The revised working budget will be presented, along with other reports from Finance.

1. APL's mobile hotspots have begun to check out at a modest pace.
2. A revision of the revised FOIA policy is included, with the attachment showing a corrected budget figure.
3. The supervisors have discussed going fine-free. Brimfield and Peoria Heights are fine-free. Also under discussion is changing loan periods as a way of increasing circulation. APL takes in over \$12,000/year in fines, a small percentage of the budget—but it *is* income. Director Richmond suggests that staff study this, gather information, and come up with recommendations. If this were to be presented to the board, it would not be in Fiscal Year 2018-2019.
4. The staff-board luncheon, with longevity awards, will be on Thu., Dec. 13, from 11:30 a.m. to 1:30 p.m. at the library.
5. RAILS will incorporate the Riverfront Museum pass into a program that would cover museums throughout RAILS (northern IL). The museum counted uses by libraries during the exhibit, "Mythic Creatures." This was not specifically for that exhibit, but for general visits to the museum. APL tied with Chillicothe for the highest number, *i.e.*, 20.
6. The annual Bartonville TIF board meeting will be held on Dec. 10 at 4:30 p.m. There remains money to be disbursed to several taxing bodies.
7. Heidi has scheduled programs for the public on opioid abuse, the use of Narcan, *et al.* The speaker is Chris Schaffner, grant coordinator of the Human Service Center (HSC). Thursday, March 28, 6:30 p.m., and Saturday, April 13, 10:00 a.m., are the dates.
8. In trustees' packets are two completed questionnaires, or statements with responses, from possible board member. Our attorney, Phil Lenzini, states that we need to fill the position vacated by a resignation "forthwith."
9. The Per Capita grant application is due in January. There will be narrative responses concerning sections of the standards for IL libraries and the *Trustee Facts File*.

At the board's pleasure, grant application requirements could be discussed in December.

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Narcan (see Director's Report)

This was on the consent agenda.

B. Audit Update (Bank Information)

The general checking account is now a sweep account and in compliance with FDIC rules.

C. Revised Budget FY18/19

A motion was made to accept the revised budget for FY18/19 by Trustee Lingenfelter and seconded by Trustee Gottlieb.

The motion passed by unanimous roll call vote.

D. Illinois Freedom of Information Act Policy

This was approved on the consent agenda.

12. NEW BUSINESS

A. Board Vacancies

The board must appoint a candidate for Trustee Ruth's vacated seat. There will be three board openings in the April election.

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

A motion was made by Trustee Johnson to go into closed session and seconded by Trustee Stagg at 8:01 p.m.

A motion was made to reenter the regular meeting by Trustee Johnson and seconded by Trustee Gottlieb at 8:17 p.m.

Action Taken: A motion was made by Trustee Johnson and seconded by Trustee Gottlieb that candidate Sara Woiwode fulfill the term of Trustee Ruth.

The motion passed by unanimous vote.

14. COMMENDATIONS

Trustee Stagg commended Heidi Rhea for all her work researching safety videos and webinars for staff.

Trustee Gottlieb thanked the volunteers who help with the book sale. They select books for Trustee Gottlieb to deliver to Sophie's Kitchen and various other locations. The books are greatly appreciated.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:25 p.m.

President, Crystal Kyle

Secretary Pro Tem, Sandy Lingenfelter

*Next regular meeting: **Monday, December 17, 2018, at 7:00 p.m.***