

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, NOVEMBER 15, 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, November 15, 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

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) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE OCTOBER 18, 2021, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR OCTOBER, IN THE AMOUNT OF \$98,071.62 BE ACCEPTED.

FURTHERMORE, BE IT RESOLVED THAT IN THE ABSENCE OF A DECEMBER MEETING, THE EXPENSES FOR NOVEMBER BE PAID IN ACCORDANCE WITH THE STATE PROMPT PAYMENT ACT (30 ILCS 540/), AND BE REVIEWED BY THE BOARD OF TRUSTEES AT THE JANUARY 18, 2021, MEETING.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to our November Alpha Park Public Library Board Meeting.

It was great seeing more patrons using our Library this past month and with a number of special in person activities happening, it was great seeing our staff interact with the kids and adults. I am sure this will continue as we see more interest in coming back "in person" into our Library.

Look at our updates posted to Facebook and on our Website for ways to use the services we provide.

We do not have a Trustee Board Meeting in December but we look forward to celebrating our Holiday Party with the staff on Wednesday, December 8th.

We will see you all again at our January 18th (Tuesday, since Monday is a Holiday) Board Meeting.

7. COMMITTEE REPORTS

A. Finance Committee

Attendees: Crystal Kyle, Melissa Sierra, Aliesha Pendleton, Tom Stagg, Jim Kregor, and Sharon Swanson

Meeting started with a presentation by Reach Across Illinois Library Systems Accounting team, Jim Kregor and Sharon Swanson. They presented some new investment options available for public funds in the State of Illinois that are allowed under state statute 90-688;30ILCS 235/2.5. The group is called PMA they are an investment firm that is relatively new to Illinois. They have been in 12 other states offering investment vehicles that could be an option in the future.

The October Finance report was discussed. The report was on budget for most items. There was discussion on two CD's that are going to be up for renewal in December. One is \$100,00.00 and the other is \$39,500.00. With the current unknowns in the market and possible rising interest rates, it was decided to renew for 6 months. As information about interest rates increasing in the long term.

As there is no Board Meeting in December the financials will be sent out to board members for December when they are available. An agenda item at the November meeting if passed will allow for payment of bills in December.

Also discussed was the \$1,500.00 budget item for Credit Card Charges, these are charges to the library for use of charge cards for purchases at the library. The charges are through the Bartonville Bank, looking at some other options for processing these charges to see if there are other options. Also discussed on Credit Cards is switching to a cash back type of card to negate some of the processing charges and additional revenue stream.

Foundation/ Endowment Fund will stay on the agenda as old business.

Meeting adjourned at 4:05.

B. Building, Grounds, and Safety Committee

Attendees: Kris Adams, Joran VonRohr, Barbara Vlachos, tom Stagg, Melissa Sierra, and Devin Flanagan

The meeting was called to order at 4:36 p.m. by Kris Adams.

The committee reviewed a price quote from Oberlander Electric to upgrade cabling throughout the building as part of the process to switch phone systems to VOIP. Discussion was held on the ten-year relationship that the library has with Oberlander. While much of the VOIP project will be done by Morgan, Birgé, the cabling upgrade is too small of a project for them to take on. The committee requested that an attempt be made for further quotes from other local electricians.

The VOIP upgrade will include a replacement of phone system hardware to modernize our phone system. The library will retain one analog line as required for the fire and security system. It was noted that, while the phone traffic will be added to our Internet systems, the bandwidth of those systems need not change. Instead, it will allow for a more efficient use of that bandwidth.

Discussion was held regarding autumn planting, including the planting of bulbs, beautification of the grounds, trimming back trees, anti-erosion efforts, and the installation of barricades. These last two items are still delayed due to supply chain issues. The library is also still waiting on an erosion report.

Recent repairs include having the workroom powered desk disconnected, a paper towel dispense upgrade in the women's restroom, skylight repairs, winterization of the irrigation system, and HVAC filter change.

Committee meeting dates for the rest of the fiscal year have been set. They will take place on Thursday, January 6 at 4:30 p.m. and Thursday, April 7 at 4:30 p.m.

The meeting was adjourned at 5:06 p.m.

C. Marketing Committee

Attendees: Melissa Sierra, Sara Woiwode, Carolyn Cracraft, Gayle Carr, and Mackenzie Grzesiak

Call to order 10:31.

New member to the marketing committee: Mackenzie Grzesiak, New Reference Department Head.

Giving Tuesday: E-blast (email and social media) November 19, 24 and 29.

Giving page on website goes live November 15, includes a wish list of needs for the library.

Facebook Fundraiser: Popular on Facebook to host a "fundraiser" on your birthday. Post a link to the giving page and ask friends to donate. You can now choose APL as a benefactor.

Friends of APL is hosting a RADA cutlery fundraiser.

New Program Guide going out via email and to local schools and community centers November 19. Contains information on giving Tuesday, the Friends fundraiser and our need for a new circulation desk. All events will be posted on the WCIC radio station community calendar.

Circulation is up to 1,000.

Youth services is visiting preschools and daycares. Carolyn connected with Bright Futures' parent liaisons who will be visiting the library.

Two new book clubs starting up: young adult and military.

Next Step:

A thank you blast will go out in January acknowledging donors.

Trustee Carr suggested setting up an Amazon Wishlist.

Trustee Woiwode suggested advertising the APL's Amazon Smile account.

Need to set up meetings for 2022.

There being no other business the meeting adjourned at 10:58.

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

A. Updates:

- Circs climbing to above 1,000 per day
- Increased door counts and traffic
- Giving Tuesday
 - New Circ Desk

B. Staffing/Personnel:

- Two remaining part-time positions
- Staffing Development Opportunities
 - Facilities Training
 - National Trades Conference
 - Workforce Development (DEI)
- Retreats
 - Board Members Retreat
 - January
 - Saturday: 8th, 15th, 22nd, 29th
 - Managers Retreat
 - January
 - Wednesday: 5th, 12th, 19th, 26th

C. Facilities:

- Installation of crash barricades
- Work room updates (no more 80's module)

D. Community:

- Annual holiday party
 - Trustees
 - Staff
 - Friends
- Angel Tree
- Piece Makers and Yarners
- Peoria Area Community Foundations

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. Diversify Materials, programs, services and spaces
 - i. We have begun compilation of a space on each floor where patrons can go for a “quiet time-out”.
 - ii. We continue to diversify materials, utilizing new items.
 - b. Increase Visibility of Library Services
 - i. We have revised our Giving Tuesday event, and placed an emphasis brand recognition, visibility, and ease of use for donor engagement. (See reference to latest marketing update for examples).
 - ii. We have also purchased two new car magnet decals for branding purposes. We will purchase more in the coming months.
 - iii. We have started working on a virtual map and have the basis laid out using the Illinois State Library Districts Map.
 - c. Supportive Training and Professional Development
 - i. More professional development items have been ordered.
 - ii. Each department had at least one member that attended the ILA Conference. There was a dissemination of knowledge from attendees to the rest of the staff.
 - iii. EDIA training has been implemented throughout the staff library.
 - iv. The Director has begun crafting a continuation of career path for entry level employees, as well as advancement steps for employees to grow in their librarianship.
- 2) Job descriptions are finished, and posted. We are currently working to fill two vacancies.
- 3) Marketing Committee can update
 - a. Giving Tuesday
 - b. Gifts Page
 - c. Community Calendar
 - d. Program Dissemination
 - e. Email Blasts

- 4) Grants Team has had an update meeting (we do this bi-weekly), we are currently working on.
 - a. ALA Grants
 - b. Some Media Grants for youth services
 - c. Looking at NASA Grants
 - d. STEM Research Grants
 - e. We are also receiving funding from alternate donors in the community. As well as partnering with the Central Illinois Commission on Aging for an informational grant.

- 5) Professional Development for the Director in the last month includes: 12 hours total.

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

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

12. NEW BUSINESS

- A. Complete Phone Update
Waiting on additional bids to be reviewed; will be presented at next meeting.

- B. Renewal of COVID-19 Policies
Trustee Adams made a motion to accept the Renewal of COVID-19 Policies and seconded by Trustee Carr.
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 thanked the entire APL staff for their teamwork.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:30 p.m.

Vice President, Gayle Carr

Secretary, Sara Woiwode

Next regular meeting: Tuesday, January 18, 2022 at 7:00 p.m.