

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
Monday, December 17, 2018

1. Oath of Office

President Kyle swore in Sara Woiwode as the new Trustee to fill the position left vacant by Trustee Ruth.

2. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:03 p.m. Monday, December 17, 2018, in the second floor meeting room #3, President Kyle presiding.

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

Members Absent: Jennifer Hattermann

Staff Present: John Richmond and Patti Borland.

Public Present: none

3. PUBLIC AND AUDIENCE COMMENTS

4. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

No consent agenda was presented.

5. MINUTES

RESOLVED, THAT THE MINUTES OF THE NOVEMBER 18, 2018, REGULAR MEETING BE ADOPTED AS AMENDED.

A motion was made by Trustee Johnson and seconded by Trustee Stagg to adopt the minutes as amended.

This passed by a unanimous vote.

6. FINANCIAL

RESOLVED, THAT THE NOVEMBER FINANCIAL REPORT BE PRESENTED FOR REVIEW, AND THE EXPENSES FOR NOVEMBER IN THE AMOUNT OF \$201,399.74, BE ACCEPTED.

A motion was made by Trustee Gottlieb and seconded by Trustee Lingenfelter to review the financial report for November and approve the expenses as stated.

This passed by unanimous roll call vote.

7. PRESIDENT'S COMMENTS

President Kyle welcomed Sara Woiwode to the board and thanked her for giving her time. The Christmas luncheon was wonderful, and the board members appreciated being invited.

8. COMMITTEE REPORTS

A. Finance Committee

Trustee Lingenfelter handed out a sample of the board report that could be included in the board packet, as it used to be. Alpha Park should be receiving TIF district money from the Village of Bartonville soon, with the remainder to be disbursed by Peoria County no earlier than June 1. This probably will be the end of TIF distribution, unless later developments bring another disbursement. The Working Cash Fund will be presented to the board for abolishment after the first of the year.

B. Building & Grounds Committee

Trustee Gottlieb reported a meeting will be held on Jan. 8. The committee will go over suggestions that have been made for the remainder of the referendum money. The committee received suggestions about possible improvements to the drive-up book in the north lot. Suggested improvements may or may not be possible. Staff will investigate.

C. Safety

No meeting until January.

D. Marketing

A meeting will be held Jan. 15 at 10:00 a.m.

9. LEGISLATIVE NEWS

None

10. DIRECTOR'S REPORT

Financial Information: APPL will receive a check from the Village of Bartonville for \$18,823.73, which is 70% of the money due from TIF district funds. The remaining 30%--\$8,067.32—will be disbursed by the county no earlier than 6/1/2019. Total: \$26,891.05.

APPL has received a matching gift of \$500.00 from a Caterpillar employee, via the Cat Foundation. The matching \$500 will be funneled through the Fund for Illinois Libraries, administered by the Illinois Library Association—a reminder of how APPL must receive gifts and grants requiring IRS 501(c)3 status.

1. Representatives from the State Library visited APPL. They touched base with Sara Bell on the Project Next Generation grant. In line with current State Library interests, information about services to people with autism were presented to Director Richmond and Sara. Sara believes that the PNG grant will be extended beyond this year, because of its use of new, innovative technology. If the grant is extended, APPL may get a second 3D printer and a 3D scanner as part of the package.
2. A reaffirmation of the policy allowing the public to speak at board and committee meetings is included.
3. On the statistical report, there is a new comparison of computer users from last year, with percentage differences. Numbers for this fiscal year are down. The computers are not as crowded as they once were. Possible reason for the drop: more people with their own computers, laptops, tablets, and/or smart phones.
4. In response to concerns, Director Richmond checked with Corey Shannon re: times when the drive-up book drop is emptied. It is checked before the library opens and before it closes. Items checked in in the morning are discharged under “book drop” discharge, which means that no fines are charged if materials are dropped off after the library closed the night before.
5. Looking back at the Per Capita grant material, in the area of Reader’s Advisory, the only unchecked box was the one *re:* a Reader’s Advisory policy. Director Richmond will write a policy for APPL, for board approval. Reference and Reader’s Advisory services are in line with State recommendations. Concerning the *Trustee Facts File* and Human Resources, with an emphasis on board-director-staff relations, the strategic plan will address certain matters.

11. COMMUNICATIONS

12. UNFINISHED BUSINESS

A. Board Vacancies

President Kyle went over the vacancies that are open. Trustee Johnson took over Trustee Krisher’s position when she (Krisher) moved away. Trustee Johnson will not be running. Trustee Woiwode filled Trustee Ruth’s position and is running for the board. Trustee Hattermann will not be running for a second term. There are two vacancies to be filled by appointment after the election.

B. Per Capita Grant, *Standards and Trustee Facts File*

Director Richmond will finish filling out the Grant; it is due Jan. 15.

13. NEW BUSINESS

A. Public Participation at Library Board Meetings and Petitions to Board Policy

A motion was made to approve the policy by Trustee Johnson and seconded by Trustee Gottlieb.

This motion passed by unanimous vote.

A copy of the policy will be laminated and be available at meetings to hand out if anyone wants to speak to the board.

B. Review of Director's & Board's goals

Director Richmond showed a spreadsheet that Heidi Rhea provided showing various sources for grants. Trustee Stagg asked if grants are available for buildings. In the 1960s, construction grants were more plentiful; there are very few today. Future building needs is something to put on the long range goals.

Next year the library must make more of an effort for "Giving Tuesday." Director Richmond has in mind a staff member to head up this fundraiser.

A list of available volunteers needs to be developed.

Cross-training among staff is ongoing.

Many ideas were discussed for the future.

Director Richmond will have an update at the Jan. board meeting.

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

15. COMMENDATIONS

The staff thanked Trustee Stagg for bringing treats in December.

Trustee Johnson enjoyed the games at the Christmas luncheon.

Sharina Welch and her helpers were commended for a great luncheon/party.

With Pekin's library being closed APPL has seen a larger number of patrons using the library. A homeschooling group met in the downstairs meeting room; a Pekin patron praised Danielle Beasley for help with a Word document, appreciating her patience.

Corey reported that an Alpha Park patron told him that Heidi Rhea had done “an awesome job” in helping her (patron). Corey passed this along to Director Richmond.

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:35 p.m.

President, Crystal Kyle

Secretary Pro Tem, Sandy Lingenfelter

*Next regular meeting: **Tuesday, January 22, 2018, at 7:00 p.m.***