

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
Wednesday, March 18, 2019

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:00p.m. Monday, March 18, 2019, in the second floor meeting room #3, President Kyle presiding.

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

Members Absent: None

Staff Present: John Richmond and Patti Borland.

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A motion was made to include #4 (Minutes) in the consent agenda by Trustee Gottlieb and seconded by Trustee Hattermann.

This motion passed unanimously.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE FEBRUARY 19, 2019, REGULAR MEETING BE ADOPTED AS PRESENTED.

This motion passed by consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FEBRUARY FINANCIAL REPORT BE PRESENTED FOR REVIEW, AND THE EXPENSES FOR FEBRUARY IN THE AMOUNT OF \$478,941.37, BE ACCEPTED.

A motion was made by Trustee Lingenfelter and seconded by Trustee Hattermann to accept the Financial Report for review and expenses for February in the amount of \$478,941.37.

This passed by unanimous roll call vote.

6. PRESIDENT'S COMMENTS

President Kyle thanked Vice-President Stagg for filling in last month in her absence. Next month the board will talk about the applications for the open seats on the board. The board will appoint people in April and swear them in at the May board meeting. Restructuring of the officers for the next year also will take place in May.

7. COMMITTEE REPORTS

A. Finance Committee

No meeting was held last month.

B. Building & Grounds Committee

Trustee Gottlieb reported a meeting had been held to discuss spending the remainder of the referendum money.

The Terrazzo floor will be cleaned the week of April 22, with some tiles also being repaired. The eight chairs should arrive this week to replace the old fabric ones in the reading area. The Intrusion Alarm replacement has been completed. Meeting Room #4's carpet has been replaced.

The folding tables in the meeting room were sold for \$5 each and have been replaced with lightweight ones. Thompson Electronics inspected the security cameras. Even if they are cleaned, they will not provide a good enough picture. Old cameras are going to be replaced with HD equipment.

It was suggested that, with the rest of the money, we should replace computer chairs that are cracked or split at the public computers. The board was unanimous in its agreement to replacement of chairs.

C. Safety

No meeting this month. Trustee Stagg noticed the Tax preparers had cords uncovered in the meeting room. This needs to be addressed.

D. Marketing

Trustee Hattermann reported that a meeting will be held next month. The Friends of the Library have given \$500—the first 100 carpet tiles, at \$5.00 each—toward the purchase of new carpet for the children's area. More to come on this project.

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

1. The burglar alarm panel has been installed, as has the new carpet in meeting room 4. The carpet is attractive and will conceal dirt and/or stains better than did its predecessor.
2. The Friends have paid for yoga blocks (our first yoga class was completely full, with 18 people attending), and have underwritten the cost of books for preschoolers—an annual giveaway—to the tune of \$450.00. The Friends have committed to buying the first 100 carpet squares @ \$5.00 each (\$500.00). This summer they will hold another “cutest pet” competition and, in the fall, a September garden walk, with the proceeds of both going to carpet replacement.
3. The meeting room policy and application, with more changes, is included here. I have *not* found anything showing the legal occupancy limits for the meeting rooms. Drawings from the time of the 1995 addition show 90 people in chairs downstairs and 36 upstairs, but what we list in the meeting room policy/application is smaller. For the policy, I would go with the smaller figures.
4. Grants: a) Sara has submitted her application for a second year of the Project Next Generation (PNG) grant, which she will apply to gaming and video game design; and b) Sara, Heidi, and Cheryl have put heads together for a Rotary grant, to provide services to caretakers of people with dementia. Cheryl has noted that there is a lot of information for people re: family and friends who are diagnosed with dementia—all early-stage materials. But there is not much for people who are actually living with a person with Alzheimer's or another form of dementia. Practicalities like how to help someone dress when that someone is totally confused...how to deal with anger and resistance...and so on. The grant would offer training and support for caretakers.

Sara is in contact with a Bradley professor who, with students, could help with the PNG grant. I do not know who Sara has in mind for the Rotary grant. Cheryl is a useful source of info in-house, as she has first-hand experience in dealing with a family member with Alzheimer's.

5. Included here are reminders of the three people who have expressed interest in being appointed to the board for two-year terms—three people, two open seats.
6. At this writing (3/13/19), I am waiting to hear from the County Engineer, verifying that the retaining wall in the south parking lot really will be repaired this year.
7. Corey has hired a new Circulation clerk, and Sara is in the process of hiring a new p-t Youth Services assistant, as Kimie Crews moved to Adult Services. There will be opportunities for cross-training, especially for Kimie's replacement in YS, as Kimie worked reference downstairs on a regular schedule.
8. Under “New Business,” Tom will report on the Illinois Library Association's Trustee Forum, held in Springfield on 3/9/19.

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Meeting room policy and room application review.

A motion was made to accept the meeting room policy and room application as amended by Trustee Johnson and seconded by Trustee Stagg.

The motion passed unanimously.

12. NEW BUSINESS

A. ILA Trustee Forum

Trustee Stagg reported on the forum he attended. Three handouts were given to the board members.

- 1- What Does Board Service Entail?
- 2- Checklist of Board Roles and Responsibilities.
- 3- Duties and Responsibilities of the Board and Library Director.

Director Richmond was instructed to create a policy for drug procedures ("standard operating") in the library. He will ask other libraries what they have and work off their policies.

13. CLOSED SESSION, PER 5 ILCS (OPEN MEETING ACT) 20/2(c)1.

14. COMMENDATIONS

Trustee Johnson wanted to thank all the Board Members for their interest in serving on the board.

President Kyle thanked Trustee Johnson for her service on the board; this was Trustee Johnson's last meeting.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:54 p.m.

President, Crystal Kyle

Secretary, Jennifer Hattermann

*Next regular meeting: **Monday, April 15, 2019, at 7:00 p.m.***