

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, September 17, 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, September 17, 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: Tamara Ruth

Staff Present: John Richmond and Patti Borland.

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

President Kyle presented items #4 (Minutes), #5 (Financial Report), #13A (Repay Spec. Res. From Soc. Sec.), #13C (Indemnification and Insurance Policy), and #13D (Audit for FY17/18) for the consent agenda.

Trustee Johnson requested items #4 and #13C be removed from the consent agenda.

Trustee Gottlieb made a motion to accept item #5, #13B and #13D in the consent agenda; seconded by Trustee Hattermann.

The motion passed by unanimous roll call (account financials) vote.

4. MINUTES

*RESOLVED*, THAT THE MINUTES OF THE AUGUST 20, 2018, REGULAR MEETING BE ADOPTED.

A motion was made by Trustee Lingenfelter and seconded by Trustee Gottlieb to accept the minutes after a short discussion.

The motion passed unanimously.

5. FINANCIAL

*RESOLVED*, THAT THE FINANCIAL REPORT FOR AUGUST BE ACCEPTED, AND THE EXPENSES FOR AUGUST IN THE AMOUNT OF \$110,434.16, BE ACCEPTED.

This passed under the consent agenda.

6. PRESIDENT'S COMMENTS

Pres. Kyle is very impressed with the new lighting and the painting that is happening in the library.

7. COMMITTEE REPORTS

A. Finance Committee

Trustee Lingenfelter reported on the finance meeting. The audit was reviewed and was found ready to be accepted. APL will pay back the \$12,000 to Special Reserve from Soc. Security. Work on a revised working budget is underway, and will be reviewed by the finance committee first.

B. Building & Grounds Committee

Trustee Gottlieb reported that the painting is almost done, and the lighting will be complete soon. They are waiting on a couple of lights to come in.

Trustee Gottlieb made a motion to authorize Director Richmond to purchase a drive-up book drop and carts, not to exceed \$10,000.00. Trustee Johnson seconded the motion. After discussion the motion passed unanimously by roll call vote.

Trustee Gottlieb made a motion to authorize Director Richmond to spend up to \$15,000.00 for a general contractor for installation and associated costs of the book drop. Trustee Hattermann seconded the motion. The motion passed by unanimous roll call vote.

C. Marketing

A meeting will be set.

D. Safety Committee

None

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

**Financial Overview:** Audit—the beginning balance in General was \$10,000 more than estimated, and there was \$12,000.00-plus to transfer from the Maintenance Fund into Special Reserve. The State is issuing per capita grant checks for FY 2018; a voucher was issued for APL in May, but the money has not appeared yet. APL will be fully-funded, at \$1.25 per district resident—total, \$35,545.00.

1. Included for review is the Indemnification and Insurance Policy. Comparison of the 2013 copy with Phil Lenzini's new version in the *Administrative Ready Reference* shows no changes are needed.
2. Director Richmond provided information about the "Find More Illinois!" online catalogue overlay project, which would allow APL patrons to search for items in the catalogues of various northern consortia, including some Chicago suburban libraries, and also place holds directly on books, DVDs, and other materials. The cost to join involves a one-time \$150.00 fee; the annual fee will be \$1,500.00. Another one-time charge of \$150.00 is being waived. APL will be in the first "cohort" of Resource Sharing Alliance (RSA) libraries to test "Find More Illinois!"
3. On the lighter side: A sixth-grade class from Oak Grove was in the library on 9/12/18. The kids were researching various topics. One boy said to a companion, as he went to the circ desk to check out, "I wish we could come here *every day*." And a serious young man approached the Information Desk to ask how many books he could check out. When he was told 50, his eyes widened significantly; he said, "I don't need **50** books!" But he went away happy.
4. There has been some disruption of service, especially upstairs, with the painting, but the painters have been easy to work with. The man who installed the lighting in the 1985 building did a fine job. APL will be eligible for Ameren rebates on the lighting.
5. On 9/18/18, Director Richmond will attend LIMRiCC's (group health plan, 500+ library employees in Illinois, BC/BS PPO, now a self-funded group with a healthy surplus) annual meeting via teleconference at RAILS/RSA, E. Peoria. An increase of 4% in costs is projected. In addition to the library's current plan, there is the option of offering, in addition to the high-deductible PPO, an even higher-deductible PPO, with the provision for a Health Savings Account. This might be attractive to those who use insurance minimally. (Later note: In fact, the increase in health insurance costs will be only 2%, which is quite low.)

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- A. Repay Special Reserve from Social Security, \$12,000.00 from March 20, 2018.

A motion was made by Trustee Lingenfelter to repay Special Reserve from Social Security, \$12,000.00 from March 20, 2018. Trustee Johnson seconded the motion.

The motion passes by unanimous roll call vote.

- B. Tax Levy

This was passed under the consent agenda.

- C. Indemnification and Insurance Policy

After updating the revised date on the policy, a motion was made by Trustee Johnson and seconded by Trustee Lingenfelter to approve the policy.

This was passed by unanimous vote.

- D. Audit FY17/18

This was passed under the consent agenda.

13. Closed Session for discussion, per 5 ILCS (Open Meeting Act) 120/2(c)2), of salary schedules for one or more classes of employees.

A motion to enter closed session at 8:05p.m. was made by Trustee Hattermann and seconded by Trustee Johnson.

A motion to return from closed session at 8:24 p.m. was made by Trustee Stagg and seconded by Trustee Johnson.

Action resulting from the closed meeting: Director Richmond's employment was confirmed for the remainder of the fiscal year, after clarification of several details.

14. COMMENDATIONS

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:31 p.m.

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President, Crystal Kyle

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Secretary, Jennifer Hattermann

*Next regular meeting: **Monday, October 15, 2018, at 7:00 p.m.***