# ALPHA PARK PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING MINUTES MONDAY, MAY 20, 2024

# 1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:02 p.m. Monday, May 20, 2024 in Meeting Room #1, President Adams presiding. Trustee Strack entered the meeting at 7:03.

Members Present: Kris Adams, Tom Stagg, Joanna Freimuth, Kimberly Strack, Sara Woiwode and

Rhonda Wolfe

Members Absent: Julie Bonar

Staff Present: Amy Harris, Aliesha Pendleton

Public Present: None

#### 2. PUBLIC/AUDIENCE COMMENTS ON AGENDA ITEMS

None

#### 3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), #13B (FY24/25 Board of Trustees Meeting Dates), #13C (FY24/25 Trustee Committee Meeting Dates), #13D (Prevailing Wage Ordinance), #13E (Maintenance Tax Ordinance), #13H (FY24/25 Library Director Goals), #13J (Whistleblower Protection Policy Renewal) by President Adams.

Trustee Wolfe made a motion to accept the consent agenda and was seconded by Trustee Stagg.

This passed by a unanimous roll call vote.

#### 4. MINUTES

*RESOLVED,* THAT THE MINUTES OF THE APRIL 15, 2024, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

#### 5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR APRIL, IN THE AMOUNT OF \$136,856.55 BE ACCEPTED.

The motion passed in the consent agenda.

# 5. PRESIDENT'S COMMENTS

Welcome to the May 2024 Alpha Park Public Library Board of Trustees meeting. This month marks the anniversary month for each of our trustees. Congratulations to Kim Strack, Joanna Freimuth, Julie Bonar, and Rhonda Wolfe for completing your first year as a trustee. I believe this month marks five years for Sara Woiwode and seven years for Tom Stagg. You have my thanks for the service you provide Alpha Park Public Library District and the community members which the district serves.

# 6. COMMITTEE REPORTS

#### A. Finance Committee

Attendees: Amy Harris, Aliesha Pendleton, Kris Adams, Tom Stagg

The Meeting was called to order at 3:35 p.m.

Outreach storage shelves bid for shelving to be placed in the Staff area where the lockers had previously been located. The Bid was approved.

HR Source Report: An abbreviated report was presented. A brief discussion discussed the wage levels in relation to current structure. Report was filed pending additional discussion at future meetings.

Legal Representation was discussed. This has not been examined for some time. The current representation has hinted at retiring. Looking at potential firms that might be able to assist.

Rough Draft of the FY 24/25 budget was examined. The discussion was based on accounts and activities of the library. Will have further discussions in the future.

Other: Friends group meeting was discussed and their interest in a 501 (3) c. classification for the group.

Also was discussed bidding and procurement of vendors and their ability to meet the needs for the library. Also the requirements of prevailing wage was discussed.

The meeting was adjourned at 4:45 p.m.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

# 7. DIRECTOR'S REPORT

Agenda Items:

- Volunteer Updates
- PD & Continuing Education/meetings
- RFID Updates Programming
- Other

# 8. <u>COMMENDATIONS</u>

Director Harris commended Youth Services Specialist, Sam Liska, on managing the PAWS to READ event very well, utilizing our new PA System.

## 9. LEGISLATIVE NEWS

None

# 10. COMMUNICATIONS

None

## 11. <u>UNFINISHED BUSINESS</u>

None

# 12. NEW BUSINESS

## A. FY24/25 Budget

Trustee Wolfe made a motion to accept the FY24/25 Budget as presented and was seconded by Trustee Strack.

This passed by a unanimous roll call vote.

B. FY24/25 Board of Trustees Meeting Dates

The motion passed in the consent agenda.

C. FY24/25 Committee Meeting Dates

The motion passed in the consent agenda.

D. Prevailing Wage Ordinance

The motion passed in the consent agenda.

E. Maintenance Tax Ordinance

The motion passed in the consent agenda.

F. 2025 Closed Holidays

Trustee Wolfe made a motion to accept the FY24/25 Closed Holidays as presented and was seconded by Trustee Woiwode.

This passed unanimously.

G. Operating Hours

Trustee Stagg made a motion to keep the current library operating hours moving forward and was seconded by Trustee Wolfe.

This passed by a 4 Yay, 2 Nay vote.

H. FY24/25 Library Director Goals

The motion passed in the consent agenda.

I. Travel Request & Expense Reimbursement Policy

Trustee Stagg made a motion to accept the Travel Request & Expense Reimbursement Policy as presented and was seconded by Trustee Wolfe.

This passed unanimously.

J. Whistleblower Protection Policy Renewal

The motion passed in the consent agenda.

Board of Trustees Regular Meeting May 20, 2024 Page 4

K. Resolution for the Non-Resident Cardholder Program
RESOLVED, THAT THE ALPHA PARK PUBLIC LIBRARY PRTICIPATE IN THE NON-RESIDENT
CARDHOLDER PROGRAM FOR FISCAL YEAR 2024-2025, USING THE GENERAL
MATHEMATICAL FORMULA TO CALCULATE AN ANNUAL FEE FOR \$164.97.

Trustee Wolfe made a motion to accept the Resolution for the Non-Resident Cardholder Program as presented and was seconded by Trustee Freimuth.

This passed by a unanimous roll call vote.

13.	<b>PUBLIC</b>	/AUDIENCE	<b>COMMENTS</b>	ON NON-AGENDA	ITEMS
-----	---------------	-----------	-----------------	---------------	-------

None

14. Closed Session, per 5 ILCS (Open Meetings Act) 120/2 (c) (2)

15.	<b>ADJOURNMENT</b>

There being no other business, the meeting was adjourned at 8:06 p.m.				
Secretary, Sara Woiwode				
1				

Next regular meeting: Monday, June 17, 2024 at 7:00 p.m.