

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, AUGUST 19, 2024

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:32 p.m. Monday, August 19, 2024 in Meeting Room #1, President Adams presiding.

Members Present: Kris Adams, Julie Bonar, Tom Stagg, Sara Woiwode, Joanna Freimuth, Kimberly Strack, and Rhonda Wolfe

Members Absent: None

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), #14A (Secretary's Audit), #14B (Receipts and Disbursements Report), #14C (Levying and Assessing District Tax Ordinance) by President Adams.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE JUNE 17, 2024, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR JUNE AND JULY BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR JUNE, IN THE AMOUNT OF \$164,405 AND JULY, IN THE AMOUNT OF \$179,112 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the August 2024 Alpha Park Public Library Board of Trustees meeting. In January of this year, we entered into an agreement with Studio GC to have an inspection of the full building and to receive a plan to move forward for building upkeep and maintenance. I am pleased at the flexibility this report gives us. Rather than guessing at what needs to be done, when it needs to be done, and how much it will cost to be done, we have a more definite understanding of this, with timelines which we can follow. I would like to thank the members of the Board of Trustees for agreeing to this project as we look to be good stewards of the library and its collection.

7. COMMITTEE REPORTS

A. Finance Committee

The meeting was called to order 3:10 P.M.

Business Credit Cards were discussed as a possible financial advantage for the library. Our current provider does not have any incentives so switching to another provider may have a fiscal advantage. This will be researched in future meetings.

The Receipts and Disbursement report was reviewed; it will be presented at the Board Meeting on Monday Night.

The Digital Sign Replacement Request for Price was reviewed. There are several vendors that have been identified. The main question was the cost threshold for replacement. Also discussed if there were any infrastructure that would be needed for a new sign e.g. new cabling.

Reviewed two (2) computer quotes for replacing some in the library. Both were almost identical in cost. The lowest bidder was chosen.

Financial Reports were reviewed and discussed. Seeing no abnormalities.

Other item discussed was the audit that was in the works. Aliesha has been working with Andy and the process went very well. A report will be presented to the Board at a later date with a presentation by the Auditor.

The Finance Committee meeting was adjourned at 3:49.

B. Building, Grounds, and Safety Committee

Meeting called to order at 1:03pm

Angel presented the completed, in process, and upcoming projects. When completed and reviewed by an attorney, RFP's will be brought to the committee for approval prior to being posted to the website. Currently we are compiling an RFP for a new digital sign as well as the Live and Learn Construction Grant. Construction will begin for the back of house shelving install. There were no items voted on.

Meeting concluded at 1:29pm.

C. Marketing Committee

No meeting held.

8. DIRECTOR'S REPORT

Agenda Items:

- Staff & Volunteers
- Continuing Ed; it's annual training season
- Collections & Materials updates
- Programming
- Other

9. COMMENDATIONS

None

10. LEGISLATIVE NEWS

None

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

A. Secretary's Audit

The motion passed in the consent agenda.

B. Receipts and Disbursements Report

The motion passed in the consent agenda.

C. Levying and Assessing a District Tax Ordinance

The motion passed in the consent agenda.

D. 2021 – 2024 Strategic Plan

Trustee Stagg made a motion to accept and conclude the 2021 – 2024 Strategic Plan as presented and was seconded by Trustee Strack.

This passed unanimously.

14. PUBLIC/AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

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

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:13 p.m.

President, Kris Adams

Secretary, Sara Woiwode

Next regular meeting: Monday, September 16, 2024 at 7:00 p.m.