

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 17, 2024

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. Wednesday, January 17, 2024 in Meeting Room #1, President Adams presiding.

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

Members Absent: Tom Stagg

Staff Present: Amy Harris, Angel Slaughter

Public Present: Tonya Garrett of Mapleton, IL

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), 13A (2024 Q4 Investment Sheet), and 13B (Abolish Working Cash Fund) by President Adams.

Trustee Bonar 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 NOVEMBER 20, 2023, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR NOVEMBER AND DECEMBER BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR NOVEMBER, IN THE AMOUNT OF \$238,234.22 AND DECEMBER, IN THE AMOUNT OF \$110,396.87 AND BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the January 2024 Alpha Park Public Library Board of Trustees meeting.

Old Man Winter has presented challenges to the library in the last week, including two full days closed, one early close, and one late start. As much as we want to be a service to the community, I am glad that we are also able to take care of the needs of our staff, to keep them safe. It is also comforting that we can continue to offer many services to the community even when the library building is closed, through online portals such as Hoopla, Tumblebooks, Libby, and Boundless.

Also, after more than a year into the process, we are one step closer to being able to offer another service to patrons. Self-checkout will soon become a reality, allowing patrons a bit more privacy in how they use the library, while also adding some efficiency to the daily routine.

Until then, we shall dream of spring.

7. COMMITTEE REPORTS

A. Finance Committee

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

The Meeting was called to order at 3:30 p.m.

Heating unit was discussed. There was a bid presented for fixing the heating unit and also replacement. After a discussion on the merits of each. The facility inspection weighed on the decision as to repair the York roof heating unit.

Benchmarking the employee job descriptions and get up to date information for corresponding salary levels for those positions. This would be done by HR Source which APL uses on a regular basis. They will be matching libraries of similar types and size in their study.

Cost of living adjustment was discussed. Will have further discussions in the scheduled Board meeting on Tuesday.

Abolishing the working Cash Fund was the next item. The Journal entries from the Auditor and board action to abolish the fund will be brought up at the next Board meeting.

Discussion of the Financial reports was centered on Non-Resident fees. Will monitor this in the coming months.

We discussed an extended warranty on the Tech Logic self-checkout machines. More information was needed on the contract specifications. Deferred to next meeting of the Finance Committee.

Conferences coming up Amy Harris will be attending the PLA Convention in Columbus OH. Beth Weimer will be attending the LMCC Conference in Indianapolis.

New Checks have been acquired with a Hologram on them and we will be instituting the Positive pay protocol with the Better Banks.

E-Rate was discussed, there have been many instances of inflexibility of the provider for a decrease rate on services from our vendors. Use of E Rate on the Comcast Account will continue, and the other providers will be pulled from E Rate. This should not have an effect on the budget.

The meeting was adjourned at 4:10 p.m.

B. Building, Grounds, and Safety Committee

Attendees: Julie Bonar, Kimberly Strack, Rhonda Wolfe, Angel Slaughter and Amy Harris

The Meeting was called to order at 4:32 p.m.

We went over completed and current projects, such as the HVAC annual maintenance, Roof leaks, septic, pest management, and the upcoming full building inspection. No items were voted on.

The meeting was adjourned at 4:54 p.m.

C. Marketing Committee

No meeting held.

8. DIRECTOR'S REPORT

A. Agenda Items:

- Staff & Volunteer updates
- Continuing education for staff & Director Meetings
- Hoopla Circ Stats
- Other: New and continuing projects
- Circ Stats continued

9. COMMENDATIONS

None

10. LEGISLATIVE NEWS

Board Trustee Statement of Economic Interest are due May 1, 2024.

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

A. 2024 Q4 Investment Sheet

The motion passed in the consent agenda.

B. Abolish Working Cash Fund

The motion passed in the consent agenda.

C. Background Check Policy

Trustee Wolfe made a motion to accept the Background Check Policy as presented and was seconded by Trustee Strack.

This passed unanimously.

D. 2024 COLA

Trustee Bonar made a motion to accept the 2024 COLA as presented and was seconded by Trustee Wolfe.

This passed by a unanimous roll call vote.

E. Board Standing Rules Changes

Trustee Bonar made a motion to accept the Board Standing Rules Changes with the amendment of moving the timeline up 2 months and was seconded by Trustee Woiwode.

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)

Motion to go into closed session at 7:36 p.m. was made by Trustee Woiwode and seconded by Trustee Wolfe.

Motion to return from closed session at 7:57 p.m. was made by Trustee Wolfe and seconded by Trustee Freimuth.

Action Taken: Discussion of complaint made via email and 2024 COLA raises.

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 8:00 p.m.

President, Kris Adams

Secretary, Sara Woiwode

Next regular meeting: Tuesday, February 20, 2024 at 7:00 p.m.