

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
Monday, December 19, 2011

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, December 19, 2011, in the second floor meeting room, Richard Dutton, President, presiding.

2. ROLL CALL

Members present: Richard Dutton, Jeff Hordesky, Edward Douglas, Mildred Deitrick, Dixie Krisher, Pat Johnson, and Karl Stach

Members absent: None

Staff Present: John Richmond and Sandy Lingenfelter

Public Present: None

3. PUBLIC AND AUDIENCE COMMENTS

4. MINUTES

It was moved by Trustee Deitrick that it be

RESOLVED, THAT THE MINUTES OF THE NOVEMBER 21, 2011, REGULAR MEETING BE ACCEPTED AS PRESENTED.

The motion carried unanimously by voice vote.

It was moved by Trustee Johnson that it be

RESOLVED, THAT THE MINUTES OF THE DECEMBER 7, 2011, SPECIAL MEETING BE ACCEPTED AS PRESENTED.

The motion carried unanimously by voice vote.

5. FINANCIAL REPORT AND APPROVAL OF EXPENDITURES

It was moved by Trustee Hordesky that it be

RESOLVED, THAT THE FINANCIAL REPORT FOR NOVEMBER BE ACCEPTED AND THAT EXPENSES FOR NOVEMBER, IN THE AMOUNT OF \$8,632.51 AND EXPENSES FOR DECEMBER IN THE AMOUNT OF \$21,265.87, FOR A TOTAL OF \$29,898.38, BE APPROVED FOR PAYMENT.

The motion carried unanimously by roll call vote.

6. PRESIDENT'S COMMENTS

President Dutton discussed the board calendar. He noted that the building program committee meeting should be scheduled for January.

7. COMMITTEE REPORTS

- A. Building & Grounds-Trustee Hordesky, Trustee Stach, Trustee Douglas, and Director Richmond met on December 7, 2011.

The tree stumps in the ravine were discussed and it was decided to leave them where they are. The storage room was discussed and it was decided not to buy a new ladder as we do not have the room for a bigger one. Guidelines will be established to hire someone to remove boxes off the top shelf when needed.

- B. Sitton Room Committee

Trustee Deitrick has contacted Leanne Sanders and Mrs. Sitton's granddaughter. No response has been received as yet, so Trustee Deitrick will follow up after the holidays.

It was announced that the Building Committee will be comprised of Trustee Dutton, Trustee Douglas, Julie, Marysue, Sara, and Director Richmond.

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

- 1) One new program, or project: Heidi will be overseeing the creation of a video about the library, and/or how to use the library, to be housed online, YouTube-style.
- 2) Another program: A few months ago, Marla began a "yarners" group (crochet, knitting), meeting on Thursday evenings. No meeting room space, but they've put three study tables together, and it's worked. A "junior yarners" group has evolved from that; leadership is being decided, as Marla cannot shepherd two groups at once.
- 3) Work on various parts of the building construction grant has begun.
- 4) Director Richmond is awaiting a contract from PSA Dewberry for the library's feasibility study.

- 5) In an ongoing attempt to make certain materials more visible/accessible, Heidi and Julie have moved the career center books and the oversized books ("coffee table" books which are, in many cases, relatively new but untouched) to one of the lower, unused former reference book shelves.
- 6) Alpha Park has received a gift of \$200 from the "Fouever Fours" Model A Club, which meets at the library.
- 7) Director Richmond and Corey Shannon participated in a conference call with Unique Management Services, the collection agency. More information will be forthcoming from Unique, before the library is full up and running.
- 8) Director Richmond and staff are anticipating possible changes in postal service in 2012, and planning to mail board packets at least a day earlier, on Wednesdays before board meetings.

10. COMMUNICATIONS

Director Richmond received communications from Cedars of Lebanon, thanking the library and Heidi for the good work that is done, especially by Heidi in her monthly visits to the apartment complex. The Cedars Association has given the library \$200.00.

11. UNFINISHED BUSINESS

The issue of Interlibrary Loan expenses was brought to the board by Trustee Stach. He has asked that Director Richmond analyze the costs associated with ILLs (Interlibrary Loans), and that an item be placed on the January board meeting agenda to continue the discussion.

12. NEW BUSINESS

A. Closed Meeting Minutes

It was moved by Trustee Douglas that it be

RESOLVED, THAT THE ALPHA PARK PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE RELEASE OF THE CLOSED MINUTES DATED JUNE 20, 2011.

The motion carried unanimously by voice vote.

B. Board Packet Distribution

The board discussed the possibility of a) moving up the board packet mailing day, and b) looking into electronic transition of packets. The business office is prepared to send the packet on the Wednesday prior to the board meeting so that all board members receive their packet by the Friday before the meeting.

The business office will continue to explore electronic distribution of the board packet, in.pdf format. Several board members prefer to continue to receive paper copies. Both options may be available. It would make the most sense if board members who receive packets electronically printed materials at home, or used a laptop computer at board meetings.

C. PSA Dewberry Contract

The board was given a very rough draft of the architect's contract for a feasibility study of the library's land and possibilities for building expansion on the current site. The attorney's input regarding a final contract has been received, and Director Richmond will send PSA Dewberry Phil Lenzini's recommendations. The board hopes to have a final contract for review soon.

When the contract is received the board will call a special meeting, as needed, to discuss the contract and its acceptability.

13. Adjournment – There being no other business, the meeting was adjourned at 8:30 p.m.

President

Secretary

Next regular meeting: **Tuesday**, January 17, 2012.