

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
Monday, November 21, 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, November 21, 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: Amber Hopwood, Friends of the Alpha Park Library board

3. PUBLIC AND AUDIENCE COMMENTS

A. Friends of the Library

Amber Hopwood reported that the Friends group is still working on a wine and cheese event for the future. They are also looking at additional events for the next year. January 5, 2012, will be their next meeting.

4. Minutes

It was moved by Trustee Deitrick that it be

RESOLVED, THAT THE MINUTES OF THE OCTOBER 17, 2011, REGULAR MEETING BE ACCEPTED AS PRESENTED.

The motion carried unanimously by voice vote.

5. FINANCIAL REPORT AND APPROVAL OF EXPENDITURES

It was moved by Trustee Johnson that it be

RESOLVED, THAT THE FINANCIAL REPORT FOR OCTOBER BE ACCEPTED AND THAT EXPENSES FOR OCTOBER, IN THE AMOUNT OF \$22,301.71 AND EXPENSES FOR NOVEMBER IN THE AMOUNT OF \$28,465.00, FOR A TOTAL OF \$50,766.71, BE APPROVED FOR PAYMENT.

The motion carried unanimously by roll call vote.

6. PRESIDENT'S COMMENTS

President Dutton discussed the board calendar, stating that December 3 had been omitted. The board will interview architects that day.

The staff and board luncheon will be held on December 15; members need to let the office manager know who will be attending.

He noted that a Trustee forum will be held in Springfield on March 24.

President Dutton also noted that the policy manual index had been updated, with several policies to be reviewed in the future.

7. COMMITTEE REPORTS

- A. Building & Grounds-Postponement of structural analysis/life cycle costing.

It was determined that engineers as well as architects can't be asked for quotes but may be asked for proposals.

Director Richmond stated that an architect and an engineer informed him that a complete structural analysis of the building, along with life-cycle costing of internal systems, would be redundant, as such analysis can be done as part of a feasibility study.

- B. Finance Committee-review of working budget.

Trustees Hordesky and Johnson met with Director Richmond and the office manager to review the proposed revised working budget.

8. LEGISLATIVE NEWS

Regional school superintendents' salaries are to be paid from Corporate Personal Property (PPR) taxes; effects of APL's budget are unknown. Beginning January, 2012, board members will be required to take Open Meetings Act training online, with details to follow from the Attorney General's office.

9. DIRECTOR'S REPORT

- 1) Finance committee: Jeff, Pat, Sandy, and Director Richmond met on 11/16 to review the proposed budget revision. Jeff offered suggestions for several good changes. He will summarize for the entire board on 11/21.

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- 2) Lisa Pallardy, p-t reference assistant, has created “shelf talkers” for the adult fiction stacks—colorful tabs that direct patrons to similar authors. For instance, “If you like James Patterson, you may also like these other authors.” Director Richmond commended Lisa for her creativity.
- 3) On 10/21, Heidi Rhea arranged a successful after-hours program with Sylvia Shults, who works at the Fondulac Library and writes novels. Ms Shults is a paranormal investigator. Fifty-seven people attended, including three young men from Chicago who are filming a documentary; they interviewed Ms Shults afterward. Sixty-two people signed up, and 57 showed up; that’s noteworthy, in itself, i.e., a 92% turnout.
- 4) On 10/30 there was an author festival, with 10-11 authors available from 10:00 A.M. until 1:00 P.M. to meet people, sign books, etc. Lee Hall, local TV news person, and other regional/local authors were featured. Fifty-five people attended. Author programs vary greatly in numbers of participants; 55 was a favorable number. The younger writers, just starting careers, would like APL to host more similar events.
- 5) This year AT&T is crediting E-rate discounts on APL’s bills, which means that Director Richmond is not applying for reimbursement every quarter. Therefore, in the budget, some of the Internet phone line figures will look different. APL was credited for the first quarter of E-rate discounts on the last AT&T bill. With the regular phone bill (Call One), Richmond is submitting quarterly requests for reimbursement.
- 6) *Re:* Interlibrary Loan and items sent out of state, and questions about postage: In Oct., APL sent 1,486 items to other libraries. Of those, 65 were mailed out of state, while the rest were sent via in-state delivery; that represents 4.37% of all items loaned. APL mails via library rate. The USPS charges \$2.29 for the first pound, an additional \$0.39 for every added pound up to seven pounds, and then an additional \$0.37 for each pound up to 70 pounds. APL is at the low end of the rates. In general, vis-à-vis the State Library, it is politically wise to engage in reciprocal lending/borrowing of any kind. Sometimes libraries, especially academic ones, charge a fee for interlibrary loan, but that fee is paid by the patron. It is to APL’s advantage to continue ILL without charge.
- 7) Statistics: APL’s number of the Alliance Digital Media Library (ADML) patrons is rising slowly. As APL begins to purchase more titles for its patrons’ use only, staff hopes to see numbers rise higher. Other statistics were up in October, including circulation of materials and numbers of library visitors.

Concerning statistics, figures from Debbie Wenzel indicate cost savings in the cataloging department. As Ms Wenzel writes:

There was a huge cost savings in creating our own address labels, announced last week. Now Marla and Natalie have devised a way to create circle labels with the library name and individual barcode # on them for a similar savings. For the cost of 500 pre-printed labels we can get 3,000 of the blank ones and make them ourselves. We can print the data on them, too, so they’re more professional looking. Also, all new discs will be labeled, as we can afford to label every one of the discs, *e.g.*, in a multi-disc book on CD. Thanks so much to

Marla for pursuing these options, for Sandy's ordering and pricing knowledge, and for Natalie's skill with computer labels!

- 8) Director Richmond sent trustees a list of architects, with suggestions for who might be cut from the list, and who might be more worthy of consideration. The library received many fine applications from architectural firms.

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Construction Grants

President Dutton, Director Richmond, and the office manager attended a meeting at the library system offices in East Peoria, concerning state construction grants. Bonds will be sold, with \$50 million to be allotted to library construction; \$10 million will go to Chicago Public Library. The State Library has been informed that, despite Illinois' precarious fiscal conditions, selling bonds will be possible. Grant applications are due on 4/16/2012.

Each library has a formula established for the amount of grant money that they would be entitled to, but various factors may cut down entitlements to smaller amounts.

B. Building Program

President Dutton, Director Richmond, and two staff members will be the liaisons working with the architect(s) and the board to determine what needs to be accomplished as the library's feasibility study begins. President Dutton asked Trustee Stach to select a member (trustee) of the Building & Grounds committee to serve on the new Building committee. The entire board will make any final decisions.

The board will interview four architects on December 3, 2011, at 9:00 a.m., 11:00 a.m., 1:00 p.m., and 3:00 p.m.

C. Naming the Sitton Conference Room

President Dutton asked Trustee Deitrick, Trustee Krisher, and Leanne Sanders, President of the Friends of the Library, to work with the Sittons' granddaughters on naming the large meeting room [after Ray and Dorothy Sitton], along with establishing a date for recognition of the family.

12. NEW BUSINESS

A. Illinois Library Association conference report

Trustee Stach presented a report to the board on the ILA conference workshops that he attended. Among others, he attended sessions on diversity in libraries, how to run an effective board meeting, and technology for trustees. He also made notes of library legislation, and visited the vendors' exhibits.

B. FY 11-12 Revised Working Budget

Trustee Hordesky reviewed the changes to the working budget.

He pointed out that the Special Reserve fund was condensed, with fewer line items specified.

It was moved by Trustee Stach that it be

RESOLVED, THAT THE ALPHA PARK PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FY 11-12 REVISED WORKING BUDGET AS PRESENTED.

The motion carried unanimously by roll call vote.

C. Building Program Document

It was moved by Trustee Krisher that it be

RESOLVED, THAT THE ALPHA PARK LIBRARY BOARD OF TRUSTEES ACCEPT THE BUILDING PROGRAM AS PRESENTED.

The motion carried unanimously by voice vote.

13. Adjournment – There being no other business, the meeting was adjourned at 9:10 p.m.

President

Secretary

Next special meeting: Saturday, December 3, 2011.

Staff-board longevity recognition luncheon meeting: Thursday, December 15.

Next regular meeting: Monday, December 19, 2011.