

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, October 17, 2011

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 6:58 p.m. Monday, October 17, 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: Ida Nosalik, Friends of the Alpha Park Library board

3. PUBLIC AND AUDIENCE COMMENTS

A. Friends of the Library

Ida Nosalik reported on the Friends group's "Chocolate Friendly" event on October 9. She noted that the event went well and they collected \$85.00. Approximately 40 people attended. They are working on a wine and cheese event for the future.

It was suggested that the Friends group remain on the sign reminding people that the group is there to benefit the library.

4. Minutes

It was moved by Trustee Johnson that it be

**RESOLVED**, THAT THE MINUTES OF THE SEPTEMBER 19, 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 Deitrick that it be

**RESOLVED**, THAT THE FINANCIAL REPORT FOR SEPTEMBER BE ACCEPTED AND THAT EXPENSES FOR SEPTEMBER, IN THE AMOUNT OF \$13,090.60 AND EXPENSES FOR OCTOBER IN THE AMOUNT OF \$29,752.52, FOR A TOTAL OF \$42,843.12, BE APPROVED FOR PAYMENT.

The motion carried unanimously by roll call vote.

6. PRESIDENT'S COMMENTS

President Dutton informed the board that Director Richmond and Trustee Stach will attend the ILA conference. He asked for a report of the conference at the next meeting.

7. COMMITTEE REPORTS

A. Building & Grounds

Members of the committee met with Wright and Associates on September 28, 2011; Building Technology Consultants on October 11, 2011, via a conference call; and Henneman Engineering on October 17, 2011. All the firms offer the engineering analysis needed to assess the library building's current health, including any repair and/or replacement work that is or will be necessary in the future. The next step will be to prepare and send a request for proposal (RFP) or request for qualifications (RFQ) to determine the cost of the services.

B. Finance Committee

None

8. LEGISLATIVE NEWS

None

9. DIRECTOR'S REPORT

- 1) In moving toward a budget revision at the November meeting, there are several things to keep in mind :
  - The cost of a complete inspection of the building and life-cycle costing of machinery; see Building & Grounds committee report, also.
  - Adding to the Alliance Digital Media Library (ADML) collection of e-books and digital audio books. Despite continued growth in the number of libraries joining the ADML, and contributing to collection-building funds, frustration remains at finding recent best-sellers available. Heidi has researched joining the "Overdrive Advantage" program. Overdrive provides the software and content for the ADML. If APL joins the "Advantage" program—as Pekin and Morton, *e.g.*, have done—the library would pay a one-time fee to join, and have a remaining allotment for more e-books. The "Advantage" titles are available to APL patrons *only*.

- New filtering software for public computers.
  - Possibly providing additional funds for consulting, for an architect's fee, for a site analysis at the very least, and perhaps schematic drawings.
  - Paying for more materials and programs from the Sitton funds—the \$50,000—in order to help build up much-needed special reserve funds.
- 2) All traffic signs are up in the parking lot. Questions remain about getting large directional arrows painted on the parking lot. The county was very helpful with the signs. They contract with Peoria for striping, and the city of Peoria has a backlog of work.
- 3) Director Richmond will contact Neil Kelley, consultant at the State Library and one of the contacts for the \$50,000,000 grant for library construction, to ask some quite specific questions about the grant application process, timing of submissions, etc.

Fred Schlipf and Director Richmond will be attending the ILA (Illinois Library Association) conference and will investigate the grant.

- 4) Heidi continues working on the Small Business Administration grant program; all equipment and software are in, she has been ordering materials on entrepreneurship and small-business-related topics, and staff hopes that significant work with businesses can be undertaken.
- 5) Staff has almost completely weeded the adult VHS tape collection. Even putting some videos out with a "FREE" sign on them hasn't led to a rush on videos, so the technology is just about gone. Books on cassette are almost never used, so that collection is being weeded. This will free up more shelf space for other materials.

10. COMMUNICATIONS

None

11. UNFINISHED BUSINESS

A. Open Meetings Act Policy

It was moved by Trustee Krisher that it be

**RESOLVED, THAT THE ALPHA PARK LIBRARY BOARD OF TRUSTEES APPROVE THE OPEN MEETINGS ACT POLICY AS PRESENTED.**

The motion carried unanimously by voice vote.

B. Building Program

Director Richmond informed the board that the Building Grant application must be submitted no later than April 16, 2012.

It was suggested that the request for qualifications (RFQs) be sent out to architects and an ad be placed in the Peoria Journal Star.

Trustee Hordesky made a motion to send RFQs to architects.

The motion carried unanimously by voice vote.

It was also suggested that the board, Fred Schlipf, and Director Richmond meet on Saturday, December 3, to interview three or four architects. Fred Schlipf recommends no more than three-four.

It is important to emphasize that the library is still in a study phase for what might or might not be an expansion program. Much depends on state grant money, and Illinois has its problems. With possibly unusable land on the west side of the property, the future is uncertain. An architect may be able to do, essentially, a feasibility study, after which the board and staff can consider future directions.

12. NEW BUSINESS

A. Conduct Ordinance #11-7

It was moved by Trustee Douglas that it be

*RESOLVED*, THAT THE ALPHA PARK PUBLIC LIBRARY BOARD OF TRUSTEES ACCEPT THE CONDUCT ORDINANCE #11-7 AS PRESENTED.

The motion carried unanimously by roll call.

B. Equipment and Furnishings Use Policy

It was moved by Trustee Deitrick that it be

*RESOLVED*, THAT THE ALPHA PARK PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE EQUIPMENT AND FURNISHINGS USE POLICY AS PRESENTED.

The motion carried unanimously by voice vote.

C. Gifts Policy

It was moved by Trustee Johnson that it be

*RESOLVED*, THAT THE ALPHA PARK PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE GIFTS POLICY AS AMENDED.

The motion carried unanimously by voice vote.

D. Director's Goals-Review

The document was reviewed and found to be satisfactory. Director Richmond and staff have been very busy, with many worthwhile and gratifying programs and activities continuing at the library.

13. Adjournment – There being no other business, the meeting was adjourned at 8:45 p.m.

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President

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Secretary

Next regular meeting: Monday, November 21, 2011.