

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
TUESDAY, JANUARY 17, 2023

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. Tuesday, January 17, 2023 in Meeting Room #1, President Kyle presiding. Trustee VonRohr left the meeting briefly at 7:24, returned at 7:27 and ultimately left permanently at 7:28.

Members Present: Crystal Kyle, Tom Stagg, Sara Woiwode, Kris Adams, Gayle Carr, and Jordan VonRohr

Members Absent: Barbara Vlachos

Staff Present: Amy Harris, Aliasha Pendleton, Heidi Rhea

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

Heidi Rhea spoke about the Chamber's first before hours meeting being held the following day. The library helped start the Limestone Chamber of Commerce. She also informed the board that the Senior Coffee sessions will begin again in April. They are in need of speakers to present at the meetings. Contact Heidi Rhea at (309) 697-3822 x25 if interested.

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), and 12C (2022 Q4 Investments) by President Kyle.

Trustee Adams made a motion to accept the consent agenda and seconded by Trustee Stagg.

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE NOVEMBER 21, 2022, REGULAR MEETING 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 \$504,925.07 AND DECEMBER, IN THE AMOUNT OF \$107,993.69 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to tonight's Alpha Park Library Board Meeting.

We had a great Holiday Season here at the Library with many activities, but the favorite was this year's staff Christmas Party Celebration. The Board of Directors & Friends of the Library joined all our staff for great food and Axe Throwing. Lots of talent we did not know about! We also enjoyed a number of great raffle prizes. Thank you to the Sunshine Committee for putting together such a fun year end party.

We also are in the finishing stages of our Strategic Plan 2021-2024. We have completed a number of goals and are keeping up with our Mission, Values, Vision & Goals. This has been great to go over with staff and our patrons as the Library has had the opportunity to help provide new services and programs for our community.

Thank you all for being here tonight and we will begin with a number of items we need to go over.

7. COMMITTEE REPORTS

A. Finance Committee

Attendees: Tom Stagg, Crystal Kyle, Amy Harris, Aliasha Pendleton

Meeting was called to order 11:05 A.M.

The Check approval process was discussed. It was felt that there is no need to change the process for approval of the checks. The review process was updated several months ago as an additional step in the check writing process as two signatures are required on checks.

A.D. Scott (Glasford Gazette and LIN) payments out of the Tort fund and the General fund depending upon the substance of the publication issues. If there is a legal ramification the charge is coming out of the Tort fund.

The discontinuation of the services of Unique Management the collection agency was reviewed. With advent of the fine free library and with the RSA software that tracks borrowing habits of patrons. It was felt that the service did not have the return on investment. It has been discontinued.

Most of the meeting was discussing Cost of living adjustment. This information will be reviewed in the Executive session of Tuesday Night's regular APL Board Meeting.

The Finance Committee meeting was adjourned at Noon.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

8. LEGISLATIVE NEWS

There is a RAILS sponsored webinar called 1st Amendment of Illinois Libraries that is recorded and available to watch.

A handout is to come regarding Trustee Forum. This will consist of 3 training classes, one in March, April, and May.

ILA website will have a presentation February 13 titled "Can People with Dementia Still Read?".

9. DIRECTOR'S REPORT

A. Updates:

- 1) Upcoming Events:
 - Mid-year reviews currently in progress
- 2) November:
 - Successful Polling Turnout
 - Per Capita Grant Submitted 11/21
 - Accepted & Processed 11/28
 - Will receive early 2023
- 3) December:
 - Submitted Annual Library Certification to L2
 - Submitted election packets to Peoria & Fulton County
 - Summer Reading Framework

- 4) In Progress
 - Circulation Desk
 - Administrative Succession Plan
 - Paid Sponsorship Policy (Update)
 - Staff Job Descriptions
- 5) On Deck
 - Long Range/Strategic Plan
 - Policies
- 6) Staffing/Personnel:
 - Holiday Party
- 7) Facilities
 - In Progress
 - RFID Tags
 - PA System Install
- 8) Community
 - November Food Drive
 - Selfie Station
 - Giving Tree
 - Fundraising update

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

- A. Endowment/Foundation/Long-Term Investment
Trustees are encouraged to continue recruiting; will be continued.
- B. Board ByLaws
Trustee Stagg made a motion to accept the changes made in red and was seconded by Trustee VonRohr.
This motion passed unanimously.
- C. Decennial Committee
Removing from Unfinished Business; Waiting for update from RAILS for further instructions.

12. NEW BUSINESS

- A. Cards for Kids
Discussion to be continued next month.
- B. 2023 COLA
Agenda item moved to Closed Session.
- C. 2022 Q4 Investments
The motion passed in the consent agenda.
- D. ADA Policy Reaffirmation
Trustee Stagg made a motion to accept the ADA Policy Reaffirmation and was seconded by Trustee Adams.
This motion passed unanimously.

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

Motion to go into closed session at 7:47 p.m. was made by Trustee Adams and seconded by Trustee Carr.

Motion to return from closed session at 7:52 p.m. was made by Trustee Carr and seconded by Trustee Stagg.

Action Taken: Discussion of 2023 COLA raises.

Trustee Carr made a motion to accept the 2023 COLA raises and was seconded by Trustee Stagg.

This motion passed with a unanimous roll call vote.

14. COMMENDATIONS

President Kyle commended the Sunshine Committee for putting together a great Holiday Party in December.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:54 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Tuesday, February 21, 2023 at 7:00 p.m.***