

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, NOVEMBER 20, 2023

1. CALL TO ORDER

The regular meeting of the Alpha Park Public Library District Board of Trustees was called to order at 7:03 p.m. Monday, November 20, 2023 in Meeting Room #1, President Adams presiding.

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

Members Absent: None

Staff Present: Amy Harris, Angel Slaughter

Public Present: None

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) by President Adams.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE OCTOBER 16, 2023, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

RESOLVED, THAT THE FINANCIAL REPORTS FOR OCTOBER BE SUBMITTED FOR REVIEW.

RESOLVED, THAT THE EXPENSES FOR OCTOBER, IN THE AMOUNT OF \$120,392.83 AND BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the November 2023 Alpha Park Public Library Board of Trustees meeting.

Today is the final scheduled meeting of the Board of Trustees for the 2023 calendar year. Members who joined the board in May now have six months of experience. It is my hope that each of you are now more comfortable with your roles on the board. I look forward to continuing our work together in the new year.

I have a few reminders regarding the next two months. First, if any board member wishes to attend the staff holiday party on Friday, December 15, please let Aliesha know by November 30. We do not have a scheduled meeting during the month of December to allow each of us time for family and friends during this busy season. Last, our scheduled meetings for both January and February will take place on the Tuesday which follows the third Monday of the month, as both of those Mondays are library holidays. The dates of our next two meetings are Tuesday, January 16, 2024, and Tuesday, February 20, 2024.

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.

The First item was a discussion of additional CD's that may be needed. The Reserve funds and the anticipation of the abolishment of the Working Cash fund were discussed. There was additional information needed from the Auditor and the Attorney. This item was deferred to the January Meeting.

The Bids for the EIFS inspections were discussed. The bids were reviewed, based on the cost factors and a discussion of the unknowns. Examples included the interior integrity of the building. The discussion took a turn to do a complete building inspection. It was recommended that we use Studio GC. This will be presented to the whole Board at the upcoming meeting.

Financial Reports were reviewed and there were no issues.

The meeting was adjourned at 4:00 p.m.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

Attendees: Joanna Freimuth, Amy Harris, Beth Weimer, Sara Woiwode

Called to order at 4:02 p.m.

1. Program Guide Revamp: New layout, chronological order
 - a. Program guide sponsorship: Labeling for now
2. Interior Branding
 - a. Signs & vinyl wraps: Updating to reflect new book locations.
3. eNewsletter
 - a. Revamp format & design
 - b. Biweekly with additional special promos: Currently using constant contact, price checking with our new website and calendar providers.
 - c. Add sign-up to website: option to sign up for newsletter by entering email
4. Other Elements
 - a. Social media: Remains strong
 - b. Outdoor sign: Using it as long as we can
 - c. Style guide: Beth is updating the style guide with more detail to ensure all publications follow the same format.
 - d. Friends logo has been updated to match APL logo
5. Budget
 - a. Publishing – \$2109.85 / \$6000
 - b. Advertising – \$430 / \$2500
6. Other
 - a. Giving Tuesday we will raise funds for new public computers.
 - b. Upcoming Dates: Read across America and Library Week.
 - c. Next Marketing meeting January 25 at 4pm

Meeting Adjourned at 4:35

8. DIRECTOR'S REPORT

A. Agenda Items:

- Continuing education for staff; Meetings & Trainings for Director
- Grant Committee Spreadsheet
- Departmental stats not included on stat sheet
- Other

9. COMMENDATIONS

None

10. LEGISLATIVE NEWS

None

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

A. Board Meeting Time Change

No changes were made; meetings will remain at 7:00 p.m.

13. NEW BUSINESS

A. Rescind Photocopy Policy

Trustee Bonar made a motion to accept rescinding the photocopy policy as presented and was seconded by Trustee Wolfe.

This passed by unanimously.

B. Rescind 3D Printing Policy

Trustee Bonar made a motion to accept rescinding the 3D printing policy as presented and was seconded by Trustee Wolfe.

This passed by unanimously.

14. PUBLIC/AUDIENCE COMMENTS ON NON-AGENDA ITEMS

None

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

16. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:39 p.m.

President, Kris Adams

Secretary, Sara Woiwode

*Next regular meeting: **Tuesday, January 16, 2024 at 7:00 p.m.***