

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, OCTOBER 17, 2022

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, October 17, 2022 in Meeting Room #1, President Kyle presiding.

Members Present: Crystal Kyle, Gayle Carr, Sara Woiwode, Kris Adams Barbara Vlachos, and Jordan VonRohr

Members Absent: Tom Stagg

Staff Present: Amy Harris, Devin Flanagin

Public Present: None

2. PUBLIC AND AUDIENCE COMMENTS

None

3. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #4 (Minutes), #5 (Financial Report and Expenses), 12A (FY 22/23 Revised Budget), 12B (Authority to Spend Policy Update), and 12C (2022 Q3 Investment Sheet) by President Kyle.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE SEPTEMBER 19, 2022, REGULAR MEETING BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR SEPTEMBER, IN THE AMOUNT OF \$102,610.41 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to our October Alpha Park Library Board of Trustee Meeting. It is great to see you all.

It has been great to work with Amy this past month as she is settling in to being our new Library Director. She has been meeting with all staff and learning about issues in their daily activities & their interactions with helping our patrons. She has also been reviewing our policies and we will keep up to date at getting them updated on a monthly calendar basis.

We have copies here tonight for each of you trustees that would like to get your signatures for the Ballot in April 4, 2023 for running for our Trustee Open positions. Because of term expirations we have a number of spots open up.

We have 7 Trustee positions & 6 of them are coming due to vote on in this election. We have 3 slots for the 6-year term, 1 slot for the unexpired 2-year term & 2 slots for the unexpired 4-year term. People wanting to run in the election will need to have 44 signatures on their petition that needs to be turned into the Library between December 12-19, 2022.

I have listened to a couple of the podcasts that we have on our Website, Stories from the Bowen Building-A Podcast on the Peoria State Hospital. It has been very interesting learning about the history of this landmark right here in Bartonville and also hearing from many current residents of Bartonville about some landmarks in our community. We have 7 podcasts recorded so far and our staff has work well together to make this a top notch production.

7. COMMITTEE REPORTS

A. Finance Committee

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

The meeting was called to order at 3:00 p.m.

First item of discussion was the Fiscal Year Revised Budget. The review was looking for items that may be understated or overstated. The utility costs were highlighted. As we are still in the agreement with MidAmerican that still is a good savings for the library. Discussed the adjustments to the state per capita grant due to the decrease in the population for the district. Interest rate income was changed in many of the categories due to Federal Reserve actions.

The check signature process was further updated.

Financial Reports, Income Statement and Check register was discussed. No changes were needed.

The Quarterly investment by Institution was presented and will be voted on at the upcoming Board meeting.

Meeting was adjourned at 4:05

B. Building, Grounds, and Safety Committee

Attendees: Kris Adams, Jordan VonRohr, Tom Stagg, Devin Flanagin

The meeting was called to order at 4:37 p.m.

The loose bricks near the garbage corral wall have been moved to a safer location. A 19-gallon water heater in the janitor's closet near the staff entrance is in need of replacement.

Devin will be calling vendors about the main parking lot drainage. Discussion was held concerning the need to contact an engineering firm for drainage and erosion.

Discussion was also held concerning art and/or painting for the entrance.

The staff parking lot retention wall will require regular maintenance. This project has been discussed with Schindler Construction.

There are several small plumbing jobs that will need to be addressed soon. Devin is hoping to be able to have these jobs done with a single visit.

Devin is gathering information about adding a cleaning crew for Saturday mornings.

It is time for the EIFS inspection, sealing, and glazing repair. This work is typically done on a five-year cycle.

Study Room 3 has been remodeled and is now the office for Heidi Rhea. New displays are also a part of recent and ongoing projects.

Quotes are being collected for an intercom system.

The meeting was adjourned at 5:32 p.m. The next meeting is scheduled for Thursday, January 5, 2023 at 4:30 p.m.

C. Marketing Committee

No meeting held.

8. LEGISLATIVE NEWS

There are changes being made to the records retention office.

9. DIRECTOR'S REPORT

A. Updates:

1) Staffing/Personnel:

- Positions Filled
 - Youth Services Specialist
 - Tech Services Specialist
 - Outreach & Programming Specialist
 - Circulation Assistant
- Posted Positions
 - Circulation Assistant
 - Youth Services Assistant

2) Facilities:

- In Progress:
 - Retaining block permanent solution
 - PA System
 - RFID Tags

3) Community:

- Limestone High School Homecoming Parade
- Coffee Talks
- Stephen T. Riedner Grant for Life Enhancing Library Programs for People Living with Dementia
- Dollars for Desk
 - Pumpkin Contest

10. COMMUNICATIONS

11. UNFINISHED BUSINESS

A. Endowment/Foundation/Long-Term Investment

Trustees are encouraged to continue recruiting; will be continued.

12. NEW BUSINESS

A. FY 22/23 Revised Budget

The motion passed in the consent agenda.

B. Authority to Spend Policy Update

The motion passed in the consent agenda.

C. 2022 Q3 Investment Sheet

The motion passed in the consent agenda.

D. Director Goals and Review

Review format needs to be revised; to be continued next month.

E. Decennial Committee FAQ

Next meeting is Monday, November 21, 2022 at 6:30 p.m.

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

14. COMMENDATIONS

Director Harris commended the Friends of APL for making a generous donation to the Dollars for Desk fundraiser and an additional reimbursement donation toward the infrastructure portion of the Riedner grant.

15. ADJOURNMENT

There being no other business, the meeting was adjourned at 7:41 p.m.

President, Crystal Kyle

Secretary, Sara Woiwode

*Next regular meeting: **Monday, November 21, 2022 at 7:00 p.m.***