

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, OCTOBER 21, 2024

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 21, 2024 in Meeting Room #1, President Adams presiding.

Members Present: Kris Adams, Tom Stagg, Sara Woiwode, Joanna Freimuth, and Kimberly Strack

Members Absent: Rhonda Wolfe and Julie Bonar

Staff Present: Amy Harris, Aliesha Pendleton

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 #5 (Financial Report and Expenses) and 13B (Homebound Patron Policy) by President Adams.

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

This passed by a unanimous roll call vote.

4. MINUTES

RESOLVED, THAT THE MINUTES OF THE SEPTEMBER 16, 2024, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

Trustee Stagg made a motion to accept the minutes with an attendance correction for Trustee Woiwode and was seconded by Trustee Feimuth.

The motion passed unanimously.

5. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR SEPTEMBER, IN THE AMOUNT OF \$135,443 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the October 2024 Alpha Park Public Library Board of Trustees meeting. Today, the board will meet its second fiduciary responsibility of the fiscal year. In May, we approved a preliminary budget for the July 1, 2024 through June 30, 2025 fiscal year. Next month, we will approve the amended budget for this fiscal year. That amended budget will be informed by our task today, to approve the financial audit performed on data from the previous fiscal year.

7. COMMITTEE REPORTS

A. Finance Committee

The meeting was called to order 3:02 P.M.

Digital Sign RFP was discussed. Details will be available at the Bid opening on Monday night at 6:30. 4 bids have been turned in and more should be available at bid opening.

Discussion of the audit draft by Andy Saltzman with Ginoli. Andy started the discussion complementing the work of Aliesha and the use of Quick Books as the software switch several years ago. The various funds were discussed. There will be a couple of adjustments that will have to be made after the audit is approved. These adjustments happen every year. The discussion on the working cash fund and how it worked. The important information in the audit is on page 13, and 14. Also on page 38, and 39. The sweep account to keep the FDIC insurance in place was discussed. The only change needed is to put the correct interest to the proper accounts instead of a lump sum in the general fund. Andy recommended we keep a safe fund level to support 2 years of operation. Depreciation Schedule was discussed. Andy is going to report back on the maximum amount in the Special reserve.

Several items were deferred due to time constraints.

Architect for the Live and Learn Construction Grant were discussed. As this is a service there is no bidding that is needed.

The Finance Committee meeting was adjourned at 4:10 P.M.

B. Building, Grounds, and Safety Committee

The meeting was called to order 1:07 P.M.

Angel went over all completed projects, such as the sink repair in Tech Services, the successful fire drill with clear times, and where she is in the process with replacing ceiling tiles from water stains or debris. Outlined and discussed upcoming projects, which are the digital sign with updates, as well as the live and learn construction grant funded door replacement. No items that needed voting or permission for were discussed. Took all committee members who were interested on a tour of the back of the building to see the shelving units that were completed and hung.

The Building, Grounds, and Safety Committee meeting was adjourned at 1:47 P.M.

C. Marketing Committee

No meeting held.

8. DIRECTOR'S REPORT

Agenda Items:

- Staff & Volunteers
- Cont. Ed & Meetings
- Collections and Materials
- Programming and Outreach
- Other

9. COMMENDATIONS

Director Harris commended the Youth Services Department for their unique programs the past month.

10. LEGISLATIVE NEWS

None

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

A. Digital Sign RFP Discussion

A Special Board Meeting is scheduled for Monday, November 4, 2024 at 7:00p to discuss each proposal in detail.

B. Homebound Patron Policy

The motion passed in the consent agenda.

C. FY 23/24 Audit

Trustee Stagg made a motion to accept the audit as presented and was seconded by Trustee Strack.

The motion passed by a unanimous roll call vote.

14. PUBLIC/AUDIENCE COMMENTS ON NON-AGENDA ITEMS

Director Harris announced the need to recruit officers to continue the FRIENDS of APL group.

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 8:00 p.m.

President, Kris Adams

Vice President, Julie Bonar

Next regular meeting: Monday, November 18, 2024 at 7:00 p.m.