

ALPHA PARK PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MONDAY, JUNE 19, 2023

1. OATH OF OFFICE

Newly appointed Trustee, Julie Bonar, was given the Oath of Office by President Adams.

2. 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, June 19, 2023 in Meeting Room #1, President Adams presiding.

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

Members Absent: None

Staff Present: Amy Harris, Aliesha Pendleton

Public Present: None

3. PUBLIC/AUDIENCE COMMENTS ON AGENDA ITEMS

None

4. FORMATION AND ACCEPTANCE OF CONSENT AGENDA

A consent agenda was presented to include #5 (Minutes), 6 (Financial Report and Expenses), 14A (Budget and Appropriation Ordinance), 14B (FY 23/24 Building/Grounds and Safety Committee Meeting Dates), 14C (FY 23/24 Marketing Committee Meeting Dates), 14D (Collection Development Policy Update), 14E (Circulation Policy Update), and 14F (FOIA Policy Update) by President Adams.

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

This passed by a unanimous roll call vote.

5. MINUTES

RESOLVED, THAT THE MINUTES OF THE MAY 15, 2023, REGULAR MEETINGS BE ADOPTED AS PRESENTED.

The motion passed in the consent agenda.

6. FINANCIAL

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

RESOLVED, THAT THE EXPENSES FOR MAY, IN THE AMOUNT OF \$126,698.36 BE ACCEPTED.

The motion passed in the consent agenda.

6. PRESIDENT'S COMMENTS

Welcome to the June 2023 Alpha Park Public Library Board of Trustees meeting. The Summer Reading Program has begun. I offer my thanks to everyone who volunteered for the program's kickoff event. The Concerts in the Park series, cosponsored by the library district, the Village of Bartonville and Limestone Township, will begin this weekend.

I would like to remind our new members that, as each of you gets a better understanding of your role and duties as a public library trustee, bring any questions you have to Amy, Sara, Tom, or me. Each of us had others to be out guide and we stand ready to guide you.

As a final reminder, the Board of Trustees does not have a scheduled meeting in the month of July. The next Board of Trustees meeting will be on Monday, August 21, 2023.

7. COMMITTEE REPORTS

A. Finance Committee

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

The Meeting was called to order at 3:30 p.m.

The first agenda item was the FY 22/23 Budget and Appropriation Ordinance, we discussed some wording and amounts. There were no changes made to the Ordinance as presented.

Better Banks was discussed with some changes at the bank and new committee members want to get more information about the sweep to keep all funds in the FDIC threshold. Investigate any federal legislation that might be discussion after some of the Bank closures in NY and CA. And if the Better Banks had done any philanthropic work that assisted Alpha Park Library. Tom is going to contact Scott Jackson to schedule someone from the Bank to talk with the Finance committee in August.

May Financial Reports were discussed. Some purchasing practices and Credit Card policies were reviewed.

We reviewed a quote for Coin and Bill Acceptor for the copy machines. The current ones are past their life cycles. This purchase may also reduce the credit card fees as patrons will have the opportunity to pay through the machines, rather than at the Circulation Desk. This will be brought to the Board Meeting.

The Circulation desk funding was discussed. We had a lot of donations that went into the general fund. After the Audit those funds will be moved to the fund that is paying for the Circulation Desk.

With the Audit happening in July the next Finance Committee Meeting will be in August 9th, 2023.

The meeting was adjourned at 4:10 p.m.

B. Building, Grounds, and Safety Committee

No meeting held.

C. Marketing Committee

No meeting held.

8. DIRECTOR'S REPORT

A. Agenda Items:

- Changes in staffing
- Meetings/Trainings attended
- Shifting Project
- RFID
- Diversity Audit
- Top Checkouts
- Programming Shout outs
- Ongoing Projects

9. COMMENDATIONS

Director Harris commended the Youth Services Department and Outreach Department for an incredible Summer Reading Kickoff Day.

10. LEGISLATIVE NEWS

The Governor signed House Bill 2789 and it will go into effect January 1, 2024.

11. COMMUNICATIONS

None

12. UNFINISHED BUSINESS

None

13. NEW BUSINESS

A. Budget and Appropriation Ordinance

The motion passes in the consent agenda.

B. FY23/24 Building/Grounds and Safety Committee Meeting Dates

The motion passed in the consent agenda.

C. FY23/24 Marketing committee Meeting Dates

The motion passed in the consent agenda.

D. Collection Development Policy Update

The motion passed in the consent agenda.

E. Circulation Policy Update

The motion passed in the consent agenda.

F. FOIA Policy Update

The motion passed in the consent agenda.

G. Circulation Desk Proposal Update

Trustee Stagg made a motion to accept the circulation desk proposal update and was seconded by Trustee Stagg.

This passed by a unanimous roll call vote.

H. Website Proposal

Upon discussion, it was decided to utilize Streamline to curate a new website. Due to the monetary threshold, according to the Authority to Spend Policy, no vote was needed.

I. Coin-Ops Proposal

Trustee Bonar made a motion to accept the coin-ops proposal and was seconded by Trustee Stagg.

This passed by a unanimous roll call vote.

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 7:47 p.m.

President, Kris Adams

Secretary, Sara Woiwode

Next regular meeting: Monday, August 21, 2023 at 7:00 p.m.