

**The River Grove Public Library District
General Board Meeting Minutes
SEPTEMBER 8, 2021**

CALL TO ORDER:

President Conway called the meeting to order at 7:02pm.

Roll:

Mr. McManus	Present
Ms. Angelico	Present
Mr. Prokop	Present
Ms. Carvajal	Present
Ms. Asbury	Present
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	7 Present, 0 Absent
Also Present:	Yuli Melnyk, Interim Director
	Toula Anastos, Administrative Assistant

GUESTS:

Alexander Hamilton

APPROVAL OF MINUTES:

- a. Discussion of the August 11, 2021, General Board Minutes.
 - a. MOTION: Ms. Asbury made a motion to table the minutes because they did not come in 48 hours before the meeting.
 - i. SECOND: Mr. Conway
 - ii. Record shows: All Ayes, 0 Ayes – Motion carries.
- b. Discussion of the August 25, 2021, Emergency Meeting Minutes.
 - a. MOTION: Mr. Conway motioned to table the minutes because the vote on the minutes was wrong, and they did not come in 48 hours before the meeting.
 - i. SECOND: Ms. Asbury
 - ii. Record shows: All Ayes, 0 Nays – Motion carries.

CORRESPONDENCE:

- a. A check for the Per Capita Grant came in for the sum of \$15,084.83.

TREASURER’S REPORT:

- a. Discussion of the latest Treasurer’s Report.
 - a. MOTION: Mr. Conway made a motion to table the bills and the Treasurer’s Report because it did not come in 48 hours before the meeting.

- i. SECOND: Ms. Asbury
- ii. Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	7 Ayes, 0 Nays
Motion Carries.	

BILLS FOR APPROVAL:

- a. Discussion of the latest Bills for Approval.
 - a. Previous motion to table bills was retracted.
 - b. MOTION: Mr. Conway motioned to pay the bills for the dates of August 12, 2021 – September 7, 2021.
 - i. SECOND: Mr. Prokop
 - ii. Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	7 Ayes, 0 Nays
Motion Carries.	

LIBRARY STATUS REPORT:

- a. **Director's Report:**
 - a. Ms. Melnyk reported there is a new Library Status Report in the form of a Director's Report.
- b. **Roof:**
 - a. The roof has been repaired and has not shown any leaks.
- c. **Entrance Doors:**
 - a. The glass in the front door got fixed. Ms. Melnyk received a quote to fix the Roton hinges and arm in the other glass door. Advance Glass Service, Inc., quoted \$1,255. Mr. Conway suggested getting two more quotes.
- d. **Policy Changes:**
 - a. Two policies are up for approval: Fine Free and Never Expiring Cards. Ms. Mazza also brought up removing the \$3 replacement cost for library cards.

e. Staffing:

- a. There has been some difficulty in hiring due to low interest in our position postings. A Young Adult Associate was hired, and Ms. Melnyk suggested making her full time with benefits to retain her. This is now the fourth person in this position in the last two years.

f. Volunteers:

- a. Ms. Mazza and volunteers are coming September 9, 2021. A Leyden student volunteer helped decorate the front windows.

g. New Library Catalog:

- a. Our new catalog, Aspen, will launch in mid-October. Catalog will show user checkout history and materials from other libraries and digital collections.

h. Grants:

- a. There are currently no open windows for grants, but an FCC grant for technology will open later this month.

i. Standards 4.0:

- a. Bylaws and Salaries need updating.

j. Outreach:

- a. Starbucks event for National Library Card Sign-Up Month will be held on September 21, 2021, at 2 pm. Board members are encouraged to come by and participate.

k. River Front Fest:

- a. Mr. Conway indicated that we should remove the storage box outside so there is enough parking for staff and patrons.
- b. Ms. Melnyk presented Hallet's quote to move the shelving units from inside the box and assemble them in the library.
- c. Removal: \$3.8k, Assembly: \$4.8k, Packing \$5.5k. More information to follow about disposal at the next meeting.

l. Painting quotes:

- a. The whole interior and around the shelving units will be painted in the future. The quotes presented are PDD at \$9,720 and CertaPro at \$5.9k. More quotes will be obtained with specific language sent over by Mr. Conway.

m. Fine Free and Never Expiring Policies Vote:

- a. MOTION: Mr. Conway motioned to approve the Fine Free Policy.
 - i. SECOND: Mr. McManus
 - ii. All Ayes, 0 Nays. Motion carries.
- b. MOTION: Mr. Conway motioned to approve the Never Expiring Cards Policy.
 - i. SECOND: Ms. Angelico
 - ii. All Ayes, 0 Nays. Motion carries.

- n. The \$3 replacement cost for new cards has been tabled.

- o. MOTION: Mr. Prokop motioned to approve the Library Status Report as it has been presented.
 - a. SECOND: Mr. Conway
 - b. All Ayes, 0 Nays. Motion carries.

COMMITTEE REPORTS:

a. BUILDING AND GROUNDS

- a. Emergency Meeting was held on August 25, 2021, to approve the roof and protect the library assets. The roof was patched, and there have been no leaks so far.

b. FINANCE

- a. No report.

c. LEGISLATIVE

- a. Mask policy remains in effect. Zoom policy states it is okay for the public to attend remotely but the board members must be present in the building.

d. PUBLIC RELATIONS

- a. Ms. Melnyk asked about parking during the River Front Fest, and Mr. McManus mentioned how there should be no guard rails blocking the entry door off the street. Mr. Conway will discuss with the Village to assure our needs are met.

e. STRATEGIC PLANNING

- a. Assigned Readings: Chapters 1-3
 - i. Bylaws needs updating and salaries need to be 70% of the total operational budget.
 - ii. Ms. Mazza suggested that there should be an orientation program for new trustees.
 - iii. Ms. Melnyk presented furniture updates from Brodart, The Library Store, and Demco all coming in under \$20k. Updates included a new circulation desk, tables, chairs, comfortable seating, work desks and chairs for the tech room and teen area furniture.
 - iv. Layouts for the tech room and main room were presented as well.
 - v. Mr. Conway mentioned how we need to clean up the tech room to create a safe working environment with desks that work.

OLD BUSINESS:

a. Sale of Property

- a. Mr. Prokop reached out to our attorney and said we will have no issues with hiring a broker to help sell the lot across the street. We still do have to pay broker fees even if someone else comes in to buy (not through the broker). We also have to go out for bids ourselves.
- b. Mr. Conway said he will contact brokers and report back next month.

NEW BUSINESS:**a. Ad Hoc Committee Members**

- a. The library members will be Mr. Conway, Ms. Mazza, and Ms. Melnyk. It will be a six-person board with three persons from each side. Meetings will be public with official agendas and notices. The next meeting is on October 25, 2021, at 6 pm at the Senior Center next to the Police Station.
- b. Mr. McManus inquired as to why it is two trustees and not three. He also suggested that a senior board member should be on the committee.
- c. Mr. Conway responded with all meetings will be public and no decisions will be made. The topics will be brought to our board to make decisions.
- d. Mr. Conway will reach out to the Village to ask about their members and further details.

b. Needs Assessment

- a. There was a debate over when we did the last assessment so at the next meeting, we will review the old one and decide if a new one is needed.

c. Consulting with Ms. Kathy Parker

- a. Ms. Parker will be hired as a consultant for the Board and the new Director to help modernize our library's policies and standards.
- b. She charges \$125/hr + mileage or \$100/hr for blocks of time.

d. Levy

- a. ~~MOTION: Mr. Prokop motioned to adopt the levy. SECOND: Ms. Angelico.~~ [motion withdrawn by Mr. Prokop]
- b. Errors were found on the Levy in regards to the years presented.
- c. MOTION: Mr. Conway motioned to table the levy.
 - i. SECOND: Ms. Mazza
 - ii. All Ayes, 0 Nays – Motion carries.

PUBLIC COMMENT:

- a. Guest Alexander Hamilton has entered during the meeting. No comments presented.

EXECUTIVE SESSION:

- a. MOTION: Mr. Conway motioned to move into Executive Session to discuss hiring the new director at 8:25 pm.
 - a. SECOND: Mr. Prokop
- b. MOTION: Mr. Prokop motioned to go into Executive Session to discuss salaries at 8:34 pm.
 - a. SECOND: Mr. Conway

ADJOURNMENT:

- a. MOTION: Ms. Mazza motioned to adjourn out of regular session at 8:38 pm.
 - a. SECOND: Ms. Angelico
 - b. All Ayes, 0 Nays – Motion carries.

Respectfully submitted,

Kimberly A. Asbury
Board Secretary
