

**River Grove Public Library District
General Board Meeting Minutes
JULY 13, 2022**

CALL TO ORDER:

President Conway called the meeting to order at 6:00 p.m.

Roll:

Mr. McManus	Present
Ms. Angelico	Present
Mr. Prokop	Present
Ms. Carvajal	Absent
Ms. Asbury	Present
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	6 Present, 1 Absent
Also Present:	Toula Anastos, Administrative Assistant

GUESTS:

Brian LeFever, a partner with Sikich

Mr. LeFever gave a summary on what other accounting services Sikich can provide for us. He emailed a letter showing services that they do for other libraries. In the engagement letter included the hourly rates for their service.

Mr. Conway inquired on what would dictate when would we need a junior/staff accountant vs. senior accountant?

Mr. LeFever replied that you would use a junior/staff accountant would be used if there were detailed items that need to be put into the accounting system and the senior accounts would handle the monthly reports and bank records. Mr. Conway inquired how much time does Sikich spend with other libraries and what kind of software do you recommend? Mr. LeFever replied how it all depends on the size of the library and the needs that they need. On the software issue, he said they could use the software that we have, which is Quick Books, and they can either come on site or through remote access.

APPROVAL OF MINUTES:

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for June 8, 2022 as corrected.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. Ms. Mazza received an unsigned letter with a complaint that we purchase too many books that are too lovey dovey. Ms. Mazza did not have the letter with her but will bring it in.

TREASURER’S REPORT:

Ms. Mazza motioned to approve the May 2022 Treasurer’s Report as presented.

Ms. Angelico second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

Ms. Angelico motioned to approve the June 2022 Treasurer’s Report as presented.

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

BILLS FOR APPROVAL:

There were two invoices from the Village of River Grove for the seal coating of the parking lot. Only one of the invoices should have been paid. Ms. Anastos paid both of them, thinking they were for different services on the re-pavement of the lot. Therefore, check# 18896, in the amount of \$1,638.00 was voided.

Ms. Angelico motioned to approve the Bills for Approval as amended on July 13, 2022 with voided check# 18896, in the amount of \$1,638.00, made payable to the Village of River Grove.

Mr. McManus second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

PRESIDENT'S REPORT:

Mr. Conway noted that they were to interview 4 candidates for the director's position. One of the candidates received another job offer and two of the candidates did not show up for the interview. The one who did was an outstanding candidate and we recommended her to be hired. However, she lives in Orland Park and it would be too far for her to commute here and is no longer interested for the position. We are now posting the position again.

Our parking lot was seal coated. It was originally scheduled for late July but was moved up.

Ad Hoc Committee that was scheduled this month was canceled. There has been no new date assigned for the next meeting but both will be looking into ideas to move forward and to come up with questions for the designer or architect to envision for us based on what the survey said.

Our assistant director, Rhiannon, briefed me on the shortage of employees that we have. She hired a new employee and is training that person. The shortage of employees has been one of the struggles here at the library.

We re-posted the empty lot on Center St. The gentleman who bid on the property before accepted the counter-offer of \$220,000. Our attorney will be drafting an ordinance for us and will be brought to next month's meeting. Tentatively, we will probably close the deal sometime in September.

Due to the shortage in staff, Rhiannon had to make an executive decision to close on Saturdays. Once the two new employees are trained, we should be in a better place. Our goal is to keep the library open as much as possible. The board did agree that Rhiannon did make the correct decision.

LIBRARY STATUS REPORT:

COMMITTEE REPORTS:

A. Ad Hock Committee

No Report this month.

BUILDING AND GROUNDS:

a. Mr. McManus noted that the locks at the house are being changed.

OLD BUSINESS:

A. Staff Pay Rates and New Fiscal Year Increases

Mr. McManus brought up that our employees' salaries are low and is not sufficient enough to keep our staff interested to stay here. Discussion began on how much to increase our employees' salaries this year.

Mr. Prokop motioned to give our employees a 5% increase on their salaries.

Mr. McManus second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays

Motion Carries.

NEW BUSINESS:

A. Board Packets

Ms. Mazza brought up on having the board packets done by the Friday before the meeting. Discussion began on how we can possibly make this happen. Mr. Conway noted that we may wait for the new director to come on board and Ms. Mazza suggested that maybe if we get a new system on board we might be able to make this work.

Ms. Mazza motioned to table this matter.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

B. Resolutions

i. Maintenance and Support Fund Resolution

Mr. Prokop motioned to accept the resolution that any remaining funds be transferred from the Library Maintenance & Support Fund to the General Fund for the year ending June 30, 2021 as presented.

Mr. McManus second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

ii. Unspent Funds Resolution

Mr. McManus motioned to accept the Resolution of unspent funds from the general fund to be transferred to the library development fund for year ending June 30, 2022 as presented.

Ms. Angelico second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

iii. Library Development Fund Resolution

Mr. Prokop motion to accept the Library Development Fund Resolution for the fiscal years from July 1,2019 to June 30, 2022 in the amount of \$40,196.12 as presented.

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays
Motion Carries.	

C. Budget Calendar Dates – 2022-2023

Mr. Prokop motioned to approve the Budget Calendar Dates for 2022-2023 as presented.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

D. Adopt Tentative Budget – 2022-2023

Mr. Prokop motioned to approve the Tentative Budget as presented.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent, 0 Nays

Motion Carries.

Ms. Angelico second.

E. Open Hearing – September 2022

Mr. Prokop motioned to have the Open Hearing on September 14, 2022.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

F. Committees

Ms. Mazza suggested that the board create a committee, such as to find a director, create a budget, etc.

Discussion began on finding a director. Hiring a recruiter, placing the position in other places other than RAILS, were some suggestions that the committee could do. Mr. Conway asked Ms. Mazza to draft up a committee and we will put it on next month’s agenda. Mr. Conway will contact Kathy Parker and we will see what happens next month.

Mr. Prokop motioned to amend the order of the agenda and move Section 14. Executive Session to Section 13 and Public Comments to Section 14 in order to keep it in open session.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

8500 AND 8502 CENTER AVE.

Mr. Conway suggested that we look for proposals from realtors to sell the properties. Tabled for next month.

PUBLIC COMMENTS

EXECUTIVE SESSION

a. ~~Property—8500 and 8502 Center Avenue~~

ADJOURNMENT:

Mr. McManus motioned to adjourn out of regular session at 7:17 pm.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kim Asbury
Board Secretary
