

**The River Grove Public Library District
General Board Meeting Minutes
JANUARY 19, 2022**

CALL TO ORDER:

Our regular scheduled meeting on January 12th, 2022 was canceled because of Covid had gotten into everyone’s life and we wanted to wait until things were better.

President Conway called the meeting to order at 6:03 p.m.

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, Director Toula Anastos, Administrative Assistant

GUESTS:

APPROVAL OF MINUTES:

Mr. McManus requested for Mr. Conway to be more specific on what his duties are as being in charge of Building and Grounds. Mr. Conway told him that we will discuss his duties under the by-laws.

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for December 8, 2021 as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. A Certification of 3/5 Majority Vote form came from Susan A. Mendoza, Illinois State Comptroller. This form needs to be signed by our Official Record Keeper, Kimberly A. Asbury stating that the board members received a copy of the audit and approved it.

2. A Request for Information was sent from 5/3 Bank and is requesting important information required for government accounts under 12 CFR Part 370, which governs recordkeeping for timely deposit insurance. We will review this with 5/3 Bank to see exactly what information they need.

TREASURER’S REPORT:

Ms. Carvajal’s report informed the board what was deposited, checks paid, and the balance of each of our accounts.

Mr. Conway motioned to approve the December 2021 Treasurer’s Report as presented.

Ms. Angelico second.

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:

Ms. Mazza motioned to approve the Bills for Approval as presented in January 19, 2022.

Ms. Angelico second.

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.

PRESIDENT’S REPORT:

There was an Ad Hoc Committee last month and it is on the agenda tonight to split the cost of the needs assessment with the Village to save us some money. Mr. Conway spoke with Kathy Parker in reference to the company SKA (Sarah Keister Armstrong & Associates). The company is

highly regarded by other libraries and our consultant and is believed to be the leader of this type of assessment that we are doing. The cost of the assessment is not to exceed \$10,000.

There will be changes in the near future. Mr. Conway, Ms. Melnyk, and Ms. Anastos met with Kathy Parker and discussed changing formats to our working budget. Also, we discussed strategic plans on not only the building itself but also services that we offer to our residents.

LIBRARY STATUS REPORT:

We have new employee policies that were given for the board to review. Our newspaper project is moving along and there is about 6 years ready to go live for patrons to view online.

We are still working on our library improvement plan and Ms. Melnyk will inform the board on the STEM space she wants to create in the Quiet Room.

Our new website is up and running and we are making minor adjustments to make sure all of our information is up on the website.

Ms. Angelico motioned to approve the Library Status Report as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

COMMITTEE REPORTS:

A. Ad Hock Committee

Mr. Conway, Ms. Mazza, Ms. Asbury and Ms. Melnyk met with the committee and there were no concrete plans made. One of the things agreed upon was that a resolution would be brought to the board for a needs assessment. We are planning to split the cost of the needs assessment with the Village. Our resolution will show a max of \$10K and it was noted that the Village already tentatively approved half of that amount. Mr. Conway suggested to move forward with SKA and stated that Ms. Melnyk did a wonderful job and reached out to numerous companies who do this type of work and for our library purposes; SKA came to the top of everyone's list. Ms. Melnyk also added that SKA is also very good at Strategic Planning and will keep that in mind as she is doing the needs assessment to help us will look forward to the future.

Mr. Prokop motioned to approve the Ad Hock Committee report as presented.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

The Ad Hoc Committee Meeting is open to the public and will be held on Monday, January 24, 2022.

BUILDING AND GROUNDS:

A. Mr. McManus reported that he will reach out to public works, for them not to cover the bike rack when they shovel, even though it is winter some people still utilize it. Mr. McManus would also like to hire someone to do maintenance around the building.

OLD BUSINESS:

A. Resolution to approve the needs assessment, not to exceed \$10,000

Mr. Conway reiterated that the needs assessment is not to exceed \$10K and we are responsible for 50% of that amount that will be paid at the completion of the assessment.

Mr. motioned to approve the resolution to have SKA do the needs assessment not to exceed \$10,000.

Roll:

- Mr. McManus Aye
- Ms. Angelico Aye
- Mr. Prokop Abstain
- Ms. Carvajal Aye
- Ms. Asbury Aye
- Ms. Mazza Aye
- Mr. Conway Aye
- Record Shows: 6 Ayes, 1 Abstention
- Motion Carries.

B. Resolution to approve two new job descriptions

a. Maintenance Technician Job Description

The board is looking for someone to hire to do the day to day maintenance and cleaning. Mr. Prokop inquired on how much would this cost the library. Ms. Melnyk checked with RAILS and this part-time position would cost us \$14-\$20 an hour along with benefits.

Mr. McManus motioned to accept the Maintenance Technician Job Description.

Ms. Carvajal second.

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.

b. Business Manager Job Description

The board had a discussion on what the job entails and Ms. Asbury is not in comfortable with the job title. More discussion occurred and the board would like to review this further.

Mr. Conway motioned to table this for next month.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

NEW BUSINESS:

A. Resolution approve closing surplus bank accounts and transferring funds to existing accounts

This was placed on the agenda for the board to consider the possibility of consolidating our bank accounts or transferring them to higher interest paying establishments. Mr. Conway suggested tabling this for next month.

B. Resolution to approve transforming the silent study room into a STEM space

Ms. Melnyk gave a presentation on how she would like to convert the Silent Study Room to the STEM (Science, Technology, Engineering, and Mathematics) Space. She believes the cost to do this would be \$877. She believes it will grow and evolve as we get more things in and as we get feedback from the community. Mr. Conway believes that Ms. Melnyk will need more funds to convert the room.

Mr. Conway motioned to approve transforming the silent study room into a STEM space and not to exceed \$2000.

Mr. McManus second.

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.

C. Resolution to approve the new Employee Handbook

The board discussed the Employee Handbook that was presented. However, Mr. Prokop and Mr. McManus did not read the handbook presented.

Mr. Prokop motioned to table this for next month.

Mr. McManus second.

Roll:

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

D. Resolution to remove Mobile Mini and remaining shelving units from the parking lot

Mr. McManus motioned to remove Mobile Mini and remaining shelving units from the parking lot.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

E. Discussion of the new Board Bylaws

The board will review the new Board Bylaws that were presented by Ms. Mazza and re-address this next month.

Mr. Conway motioned to table the new Board Bylaws for next month.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT:

Mr. Conway motioned to adjourn out of regular session at 7:13 pm.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kimberly A. Asbury

Board Secretary
