

ALPHA PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
Monday, July 20, 2015

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, July 20, 2015, in the second floor meeting room, President Hordesky presiding.

2. PUBLIC AND AUDIENCE COMMENTS

None

3. ROLL CALL

Members present: Jeff Hordesky, Jennifer Hattermann, Karl Stach, Crystal Kyle, Sandy Lingenfelter, and Dixie Krisher.

Members absent: Tamara Ruth

Staff Present: John Richmond and Patti Borland

Public Present: None

4. CONSIDERATION OF CONSENT AGENDA BY OMNIBUS VOTE

President Hordesky presented items 4, 5, 11A, and 12A. Trustee Stach asked they all be removed.

5. MINUTES

*RESOLVED*, THAT THE MINUTES OF THE JUNE 15, 2015, REGULAR MEETING BE ADOPTED.

Trustee Stach made the motion to approve the June 15, 2015 minutes with the correction to item 12A. It was seconded by Trustee Hattermann. The motion passed by unanimous vote.

6. FINANCIAL

*RESOLVED*, THAT THE FINANCIAL REPORT FOR JUNE BE ACCEPTED AND THAT EXPENSES FOR JUNE IN THE AMOUNT OF \$17,980.65, AND EXPENSES FOR JULY, IN THE AMOUNT OF \$24,659.49, FOR A TOTAL OF \$42,640.14, BE APPROVED FOR PAYMENT.

The motion was made by Trustee Krisher and seconded by Trustee Stach to approve the Financial Report for June. The motion passed by unanimous vote.

7. PRESIDENT'S COMMENTS

President Hordesky spoke to several subjects, including the Director's goals.

8. COMMITTEE REPORTS

A. Finance Committee

Trustee Lingenfelter was named as the chairperson at the Finance Committee meeting held on July 1, 2015. A proposal was given re: keeping money liquid in case of an emergency. Some CDs are coming due in the Endowment Fund. Working Cash and Special Reserve money will be left alone, since we would have to pay back Working Cash. Trustee Stach submitted a revised policy to be reviewed to the committee. Because of time constraints, the Committee will review it at a later date.

Trustee Lingenfelter explained the "Total" sheet on the working budget FY15-16.

The Finance and Building & Grounds Committees met with David Pistorius, First Midstate Investment Bank, to review financing for capital improvements, bonds, et al. If the Board elects to put a question on the 2016 spring ballot, the deadline is Dec. 28, 2015. The Building & Grounds Committee's information on open projects will be updated to include additional projects that might be included in a bond issue. Director Richmond has contacted Dennis Parkins re: possible increases in costs associated with the life-cycle costing study. A special meeting will need to be scheduled on how to proceed for a referendum.

B. Building & Grounds Committee

Trustee Ruth's list of open projects was discussed. The staff will be asked for input concerning additional needs. A timeline should be set up for capital maintenance and repair in coming years.

C. Marketing Committee

No meeting recently.

D. Safety Committee

Trustee Krisher stated no meeting had been held. The Director has been in contact with the Fire and Police Chiefs to set up a staff in-service for safety training.

9. LEGISLATIVE NEWS

None

10. DIRECTOR'S REPORT

1. The staff Fundraising Committee's "Baskets for Books" raffle raised \$1,115.00. Tickets sold: 1,352. A "Trivia Night" is set for September 16 at Peacock's Pub.

2. Director Richmond provided an update of the Finance Committee's review of the "Total" sheet," 2016 working budget, discussion of which took place in June.

3. Director Richmond provided a revision of the policy concerning public participation at Board meetings.

4. One Per Capita Grant requirement is a review of Chap. 5, *Serving our Public 3.0.*, dealing with technology. Director Richmond provided a copy of Chap. 5, with commentary.

6. A portion of the requirements for the Per Capita Grant include this: "The library board and staff will engage in a discussion on how the library fosters resource sharing. Provide an example of how the library has expanded or improved resource sharing for its patrons."

The Director asked for staff input, which included bulleted items, below:

- Dept. heads all mentioned participation in eRead Illinois, the e-book/e-audio book service provided by RAILS and the RSA.
- As part of the RSA, APL has expanded and improved resource sharing with the new RSACat. Patrons can check-out e-books directly from the catalog.
- One form of resource sharing: regional libraries' willingness to lend books to other libraries for book clubs, especially if a library has multiple copies of a title.
- Checkout Desk staff has handouts instructing patrons on how to sign up for text messages, manage their RSACat account, checkout policies, and how lending/borrowing works in general. Staff also explains these topics when talking to patrons.

7. In June, 14 people checked out laptop computers for in-library use.

8. The Director included is a proposed schedule of policies to be reviewed, through December.

9. Per schedule, the Board reviewed, in brief, the strategic plan for Fiscal Year 2016, including the facility, technology, and personnel.

10. The Director's goals for Fiscal Year 2016 were included in the Board packet.

11. COMMUNICATIONS

Many people who attended the Illinois Central Jazz Train's "Concert in the Park" responded enthusiastically to staff, and asked for a concert next summer. This was an excellent partnership with the Bartonville Parks & Recreation Committee, Jerry Betson, chair.

12. UNFINISHED BUSINESS

A. APL Board of Library Trustees Bylaws

Trustee Stach moved to accept the APL Trustees' bylaws with amendments; Trustee Hattermann seconded the motion.

The motion passed by unanimous vote.

13. NEW BUSINESS

A. APL Public Participation at Library Board Meetings and Petitions to the Board Policy #15-5

Trustee Stach moved to accept the revised policy; seconded by Trustee Lingenfelter.

The motion passed by unanimous vote

B. Chapter 5 of *Serving our Public 3.0*, the state standards for public libraries, was reviewed. Alpha Park meets most of the standards, but not all. Director Richmond will report on this chapter in the Per Capita grant application.

C. Director's Goals FY 2016

President Hordesky commented on the goals, with possible refinements to follow in August. If there are comments or suggestions for the Director, President Hordesky requested that they be submitted to him; he would relay them to the Director.

Trustee Kyle reminded the Board that they shouldn't be involved in the day-to-day operations of the library, so that there be no micromanaging of the Director and staff.

D. Review Strategic Plan FY 2016

Director Richmond presented, in a brief review, the goals for FY 2016, as recorded by Lee Logan in his role as leader of the last strategic plan.

14. COMMENDATIONS

Trustee Lingenfelter commended the staff Fundraising Committee—Julie Niemeier, Lisa Schemensky, Georgia Mason, and Marla Scarcliff—for their excellent work with the “Baskets for Books” raffle.

Director Richmond commended Julie and Heidi for their work on the Illinois Central Jazz Train concert. Julie took the lead in contacting Jerry Betson. Heidi and other staff members helped with various details.

15. COMMENTS

16. There being no other business, the meeting was adjourned at 8:42 p.m.

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President-Jeff Hordesky

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Secretary-Pro Tem Dixie Krisher

*Next regular meeting: **Monday, August 17, 2015***