

**River Grove Public Library District
General Board Meeting Minutes
MARCH 9, 2022**

CALL TO ORDER:

President Conway called the meeting to order at 6:02 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:

Kathy Parker, Consultant

APPROVAL OF MINUTES:

Ms. Mazza pointed out the all of the votes that were taken on February 9, 2022 were written incorrectly. They should have read 5 Ayes, 2 Absent not 5 Ayes, 2 Nays. This will be corrected. A. Mr. Conway motioned to approve the General Board Meeting Minutes for February 9, 2022 as corrected.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. A letter from the Cook County Sheriff’s Police Department addressed to Ms. Melnyk stated they will be having some special events to mark their 100th Anniversary in 2022. They are asking us for assistants in providing any documents, photos, newspaper articles, speeches, letters, artifacts, etc. that provides first hand accounts of the Cook County Sheriff’s Police Department from 1922-2022.

Mr. Prokop inquired about the Economic Interest. Ms. Melnyk informed the board that it will be the last week of March they will be sending out the information.

TREASURER'S REPORT:

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

Ms. Anastos informed the board that there are discrepancies occurring do to the new payroll service, Paychex. There are amounts that are being taken out of our checking account from Paychex that we do not know why, and our line items may be incorrect. Ms. Anastos has been trying to get a hold of someone at Paychex via phone and email and has yet to hear from them.

Mr. Conway motioned to table the February 2022 Treasurer's Report until it is corrected.

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.	

BILLS FOR APPROVAL:

Mr. Conway motioned to approve the Bills for Approval as presented on March 9, 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:

For this month, we will post the properties for bid on March 15, 2022 and they will be accepted from March 15 to April 15, 2022 at 7pm. We will hold a Special Meeting on Wednesday, April 20, 2022 at 6 pm to review the bids received.

Also, our attorney reviewed the by-laws and dropped off their recommendations, which we will review later in the meeting.

LIBRARY STATUS REPORT:

- a. Our passport service is doing very well and Ms. Melnyk is considering to create a new service where we will be able to take passport photos here at the library.
- b. Ms. Melnyk is making plans with Lauren at Triton for a Mental Health Awareness Program. We will be holding a meditation labyrinth at Triton where we will have presenters come to explain to people and to walk them through the meditation process.
- c. The ILLINET report and Library Certification are both due in March, and Rhiannon and Ms. Melnyk are working on that to meet the deadline.
- d. The Survey of Economic Interest will go out the last week in March and Ms. Melnyk will send everyone the information once the State releases the questions.
- e. Our Summer Reading Program will be in June and Ms. Melnyk welcomed the board for any ideas they may have. Our theme this year is Camping and she will have button badges for the board members to identify them and they will be acting as camp counselors.

Mr. Prokop motioned to approve the Library Status Report as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

COMMITTEE REPORTS:

A. Ad Hock Committee

Ms. Mazza reported that last Monday we met with the representative from SKA and we finalized all the questions for the survey that will go out with the water bill on the 1st of April. There will be links in English, Spanish and Polish along with paper copies. The time line will be from April 1st to April 22nd, and we should have a final report by the 9th of May.

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

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

BUILDING AND GROUNDS:

- a. Mr. McManus did an inspection on the outside of the building and noticed that the handicap signs were missing and he spoke with Mr. Conway who spoke with Public Works and they took care of that.
- b. The steel dock door should be installed by the 1st week of May.
- c. Mr. McManus spoke with Roza to set up a meeting. Mr. McManus and Volodymyr should be meeting next week, if Volodymyr is in town, to address the lights, some light maintenance, and to scrape and touch up the hallway going up to the second floor.
- d. We also need to contact the roofer regarding the leak in the tech-room and the hallway upstairs. Ms. Conway inquired if Mr. McManus was referring to the leak in the tech-room which seems to be the water is coming in through the air conditioners, this needs to be addressed with an HVAC repairman. Mr. McManus informed the board that he more talking about the leak that is in the upstairs hallway which seems to be from the drainage on the roof.
- e. The outside fence also needs to be stained and when the dock door is in, Mr. McManus recommends that we paint the outside doors to match the new dock door to make the library a little more presentable.
- f. Mr. Conway inquired about which lights Mr. McManus was referring to. Mr. McManus was referring to the 5 outside halogen lights that face west in the parking lot. Two of them are working and one is missing its shield. Mr. Conway inquired if the quotes from Paldo Sign Co. are for the parking lot lights. Mr. McManus said the quotes from Paldo Sign Co. were actually for the sign above the front door of the library, but the front sign is working and those quotes from Paldo Sign Co. will not be needed.
- e. Mr. McManus did get a quote from Anderson Lock to change our locks in the library. He will also be getting a quote from Wernick Key and Lock Service. He recommended to change our locks for safety and to begin a key log to know who has a key.

Mr. Conway motioned to approve the Building and Ground report as presented.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

OLD BUSINESS:

- A. Resolution to approve moving money from inactive accounts to a new money market account**

Ms. Melnyk recommended to move the monies to the Discover Savings account with a 0.5% because you still get the percentage and the savings account acts as a checking account, therefore we would be able to deposit and withdraw money without penalty.

Ms. Anastos also reached out to 5/3 Bank and was told that they have many options if the board is interested in hearing what options are available.

Mr. Conway motioned to move our monies that are in ByLine Bank and BMO Harris Bank to the Discover Saving Account.

Ms. Mazza 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. Resolution to approve the new Board By-Laws

Our attorney, Dennis Walsh, put the by-laws together and recommended that we review them every 2 years.

Mr. Prokop motioned to approve the Board By-Laws 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.

NEW BUSINESS:

A. Resolution to move into executive session for the purpose of discussing library properties

Mr. Conway decided that an executive session was not needed at this time. He did point out that the board received a copy of a Non-Renewal Lease that will be sent to the tenant that they will not be renewing the lease at 8500 Center Street in June.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

- a. 5ILCS 120/2(c) (6) Resolution to terminate the lease 8500 Center Ave
- b. 5ILCS 120/2(c) (6) Resolution to approve going to auction for the Grand Ave and Center Ave empty lot properties

We are not ready to address the termination of the lease and the approval of going to auction for Grand Ave and Center Ave vacant lots was approved and was written here in error.

ADJOURNMENT:

Mr. Conway motioned to adjourn out of regular session at 6:46 pm.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kimberly A. Asbury
Board Secretary
