

**River Grove Public Library District
General Board Meeting Minutes
SEPTEMBER 14, 2022**

CALL TO ORDER:

President Conway called the meeting to order at 6:08 p.m.

Roll:

Mr. McManus	Present
Ms. Angelico	Present
Mr. Prokop	Absent
Ms. Carvajal	Absent
Ms. Asbury	Present
Ms. Mazza	Present
Mr. Conway	Present

Record Shows: 5 Present, 2 Absent

Also Present: Kendall Harvey, Director
Rhiannon Taylor, Interim Director
Toula Anastos, Administrative Assistant

GUESTS:

OPEN HEARING:

The Open Hearing for the general public to comment on the 2022-2023 Tentative Budget began at 6:09 pm. The recorder was paused to wait for any public to attend to comment on the Tentative Budget. We had no public comments regarding the Tentative Budget and the open hearing ended at 6:19 pm and our General Board Meeting began.

The board welcomed our new director Ms. Kendall Harvey.

APPROVAL OF MINUTES:

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for August 10, 2022 as presented. Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. No Correspondence

TREASURER’S REPORT:

Mr. Conway read Ms. Carvajal’s August 2022 Treasurer’s Report and informed the board on what was deposited, the disbursements, and the balance of each of our accounts.

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

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Absent
Ms. Carvajal	Absent
Ms. Asbury	Aye
Ms. Mazza	Aye

Mr. Conway Aye
Record Shows: 5 Ayes, 2 Absent, 0 Nays
Motion Carries.

BILLS FOR APPROVAL:

Ms. Angelico motioned to approve the Bills for Approval as presented on August 10, 2022.

Mr. McManus second.

Roll:

Mr. McManus Aye
Ms. Angelico Aye
Mr. Prokop Absent
Ms. Carvajal Absent
Ms. Asbury Aye
Ms. Mazza Aye
Mr. Conway Aye
Record Shows: 5 Ayes, 2 Absent, 0 Nays
Motion Carries.

PRESIDENT’S REPORT:

Mr. Conway informed the board that the house at 8500 W. Center St. will be listed along with the property at 8631 W. Grand Ave. The real-estate agent suggested that the house will need to be cleaned and landscaping work should be done to make the properties more presentable to be able to get top dollar for them.

We haven’t had an Ad Hoc Committee Meeting in a while, due to a lot of people taking their vacations. We are hoping to get started again before our next meeting.

The board congratulated and applauded Ms. Rhiannon Taylor for receiving her MLIS Degree.

Ms. Nanci Carvajal joined the meeting at 6:20 pm.

LIBRARY STATUS REPORT:

A. Ms. Taylor informed the board that the 2022-2023 IPLAR application was submitted on August 30, 2022.

B. The picture window in the tech-room cracked and needs to be replaced along with the window cling, and we there was a crack in the front door. Ms. Anastos reported that we called Schiller Glass Co. to come and fix the crack in the front door and give us a quote on what it would cost to replace the tech-room picture window. Schiller Glass quoted around \$1780 to replace the tech-room picture window and the window cling would have to be replaced. Ms. Anastos spoke with our insurance agent and was advised not to go through insurance because we had a roof claim last year and it would affect our insurance rate. Mr. Conway would like to see quotes for the tech-room window.

C. We did adjust our furniture in the library, mostly to free up the emergency exits from any obstructions. There were 3 desks in the middle of our tech-room are gone and were donated. We also did move things around to make our library more efficient.

D. Our IT, Verity, bill was high this month because our server was damaged and it corrupted the software that runs our public computers. For about a month we did not have public computers or public printing.

Verity managed to rebuild our software system, but they did say there is a problem with the server and this may happen again. They also suggested that we start looking into replacing the server.

Ms. Mazza and the board thanked Ms. Taylor for all the work she did in the absence of a director.

COMMITTEE REPORTS:

A. Ad Hock Committee

No Report this month.

BUILDING AND GROUNDS:

a. No report.

OLD BUSINESS:

A. Adoption of the Ordinance Regarding the Sale of Center St. Empty Lot.

Ms. Mazza motioned to adopt the Ordinance for the sale of the empty lot on Center Street in the amount of \$220,000.

Ms. Angelico second.

Roll:

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

Mr. Conway noted that Mr. Prokop would have voted Nay on this matter and he wanted it to be on the record.

NEW BUSINESS:

A. Approval of Budget 2022-2023

Ms. Mazza motioned to adopt the 2022-2023 Budget and Appropriation Ordinance for a grand total of \$1,445,443.53 as presented.

Ms. Carvajal second.

Roll:

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

B. Maintenance & Support Fund Tax

Ms. Mazza motioned to levy an additional tax of .02% for fiscal year 2021-2022 for the purpose of maintaining and establishing the library.

Ms. Angelico second.

Roll:

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

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT:

Ms. Angelico motioned to adjourn out of regular session at 6:38 pm.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kim Asbury
Board Secretary

ACCOUNT	LEVY FY 2022-2023	5% INCREASE 2022-2023	SUGGESTED 2022-2023
STAFF			
ITEM 01: Salaries	390,934.73	410,481.47	390,481.47
ITEM 02: Janitorial	13,729.26	14,415.72	14,415.72
LIBRARY MATERIALS			
ITEM 03: Books	69,765.15	73,253.41	43,253.41
ITEM 04: Periodicals	6,205.32	6,515.59	6,515.59
ITEM 05: Audio Visual	26,725.79	28,062.08	28,062.08
PHYSICAL FACILITIES			
ITEM 06: Housekeeping Supplies	5,429.64	5,701.12	5,701.12
ITEM 07: Library Furniture	12,747.33	13,384.70	13,384.70
ITEM 08: Maintenance of Building	37,076.75	38,930.59	38,930.59
ITEM 09: Maintenance of Land	9,307.97	9,773.37	9,773.37
ITEM 10: Purchase of Equipment	20,452.94	21,475.59	21,475.59
ITEM 11: Real Estate Tax	0.00	0.00	0.00
ITEM 12: Refuse Remove	1,241.06	1,303.11	1,303.11
ITEM 13: Telephone	9,773.37	10,262.04	10,262.04
ITEM 14: Utilities	21,718.60	22,804.53	22,804.53
CONTRACTUAL SERVICES			
ITEM 15: Insurance	10,859.31	11,402.28	31,402.28
ITEM 16: Library Equipment Maint.	2,932.03	3,078.63	5,078.63
ITEM 17: Mortgage Payment	0.00	0.00	0.00
ITEM 18: Professional Fees	24,326.10	25,542.41	20,000.00
ITEM 19: Rental of Equipment	0.00	0.00	5,542.41
OTHERS			
ITEM 20: Reciprocal Borrowing	775.67	814.45	814.45
ITEM 21: Association Dues	387.83	407.22	1,407.22
ITEM 22: Bindery	0.00	0.00	0.00
ITEM 23: Book Processing	155.14	162.90	162.90
ITEM 24: Conference Expense	387.83	407.22	407.22
ITEM 25: Contingency	5,507.22	5,782.58	5,782.58
ITEM 26: Library Supplies	13,030.23	13,681.74	11,681.74
ITEM 27: Postage	775.67	814.45	814.45
ITEM 28: Printing	1,551.22	1,628.78	1,628.78
ITEM 29: Programs	16,438.02	17,259.92	16,259.92
ITEM 30: Legal Notices	775.67	814.45	814.45
ITEM 31: Staff Education	387.83	407.22	407.22
ITEM 32: Trustee Education	387.83	407.22	407.22
ITEM 33: Shipping	1,939.19	2,036.15	2,036.15
ITEM 34: Computer/Automation	32,577.91	34,206.81	64,206.81
SUB-TOTAL	738,302.61	775,217.75	775,217.75
ITEM 35: Audit	6,670.70	7,004.24	7,004.24
ITEM 36: Public Liability	1,551.34	1,628.91	1,628.91
ITEM 37: IMRF	49,027.43	51,478.80	51,478.80
ITEM 38: FICA/MDCR	34,866.10	36,609.41	36,609.41
ITEM 39: Unemployment Ins.	4,653.99	4,886.69	4,886.69
ITEM 40: Workman's Comp.	4,653.99	4,886.69	4,886.69
ITEM 41: Working Cash Fund	0.00	0.00	0.00
ITEM 42: Maintenance & Support Fund	88,252.73	92,665.37	92,665.37
ITEM 43: Library Development Fund	0.00	0.00	0.00
SUB-TOTAL	189,676.28	199,160.11	199,160.11
GRAND TOTAL	927,978.89	974,377.86	974,377.86