

**The River Grove Public Library District
General Board Meeting Minutes
DECEMBER 8, 2021**

CALL TO ORDER:

President Conway called the meeting to order at 7:00 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:	Yuli Melnyk, Director
	Toula Anastos, Administrative Assistant

GUESTS:

APPROVAL OF MINUTES:

A. Ms. Angelico motioned to approve the General Board Meeting Minutes for November 10, 2021 as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. We received an industrial appeal notice from the State of Illinois Property Tax Appeal Board. The appeal is for 2233 West Street, River Grove, Illinois.

2. A notice from ByLine Bank was sent to inform us that our account is inactive. Mr. Prokop will sign the notice to be returned to the bank.

3. A check, in the amount of \$973.00 came for a reimbursement of our Workman’s Compensation Audit.

TREASURER’S REPORT:

Mr. Conway received Ms. Carvajal’s report and read it to the board.

Ms. Mazza motioned to approve the November 2021 Treasurer’s Report as presented.

Ms. Angelico 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

Motion Carries.

BILLS FOR APPROVAL:

Mr. McManus motioned to approve the Bills for Approval as presented.

Ms. Angelico 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

Motion Carries.

COMMITTEE REPORTS:

Our next Ad Hoc Committee will be on December 13, 2021.

Mr. Conway has appointed Mr. McManus to be in charge of the building maintenance of the Library. Mr. Conway knows that Mr. McManus has a lot of experience with contracts and construction of buildings and trust his judgment. Mr. McManus accepted the appointment.

PRESIDENT’S REPORT:

A. President Conway’s Report

Last month, the Village agreed to plow our snow. We purchased a snow blower to be able to plow the front entrance.

Again, the Ad Hoc Committee will be meeting December 13th, and we have contacted several firms for a needs assessment and he believes that one of the items they will be discussing is

possibly doing the needs assessment together with the Village. This may save us a few dollars. The assessment will probably include surveys that may indicate if this is a viable plan for the residents. The Ad Hoc Committee is looking to get feedback from the residents to see if this is a plan they would like to support for their community. If the residents do not want to support this idea, then we will not move forward with the plan.

LIBRARY STATUS REPORT:

Ms. Melnyk informed the board that we donated 6-7 large boxes of food to the River Grove Food Pantry and we donated boxes of pet supplies to the Oak Park Animal Care League.

Ms. Melnyk inquired if the board had any questions on the last three chapters of the Standard Handbook which is focused on collection development and we are fulfilling those right now.

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

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

COMMITTEE REPORTS:

As reported above.

BUILDING AND GROUNDS:

A. Furnace Replacement

Our furnace is out and we need to replace it.

B. Dock Door Repair

We are also looking to replace the dock doors. They are very old and hard to open and we cannot use them as an emergency exit which could be hazardous.

OLD BUSINESS:

A. Resolution to approve the new job descriptions for facilities manager and business manager

This was tabled for next month.

NEW BUSINESS:

A. Resolution approve front door repairs for the sum of \$1,626

Mr. McManus motioned to approve the front door repairs as quoted by Anderson Lock in the amount of \$1,626.

Mr. Conway 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
Motion Carries.	

B. Resolution to approve new dock doors for the sum of \$6,252

Mr. McManus motioned to approve new dock doors as quoted by Anderson Lock in the amount of \$6,252.82

Ms. Angelico 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
Motion Carries.	

C. Resolution to approve a new furnace

Mr. Conway motioned to approve the purchase of a new furnace from Four Seasons in the amount of \$3,535.

Ms. Angelico 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
Motion Carries.	

D. Resolution to approve LibGuides to replace our current website for the sum of \$1,599 annually

Ms. Mazza motioned to approve Springshare's quote to replace our current website for LibGuides in the amount of \$1,599 per year.

Mr. Conway 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
Motion Carries.	

E. Resolution to approve new payroll system for the sum of \$2,320.90 annually

Ms. Angelico motioned to approve PAYCHEX as our new payroll system in the sum of \$2,320.90 per year.

Mr. Conway 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
Motion Carries.	

F. Resolution to approve new Toshiba Printers

This was tabled for more information.

G. Resolution to approve a Needs Assessment not exceeding \$10,000

The board decided to table this to wait and see what will happen at the December 13th, Ad Hoc Committee Meeting.

H. Resolution to approve the "One-Time COVID-19 Cost of Living Adjustment"

Mr. Conway motioned to approve the "One-Time COVID-19 Cost of Living Adjustment" in the amounts presented for our employees and to give our Director Yuli Melnyk \$350.

Ms. Angelico 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
Motion Carries.	

I. Resolution to approve the Board Meeting Dates for 2022

Mr. Conway motioned to approve the Board Meeting Dates as presented and changing the time from 7:00 pm to 6:00 pm.

Ms. Angelico 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
Motion Carries.	

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT:

Mr. Conway motioned to adjourn out of regular session at 7:39 pm.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kimberly A. Asbury

Board Secretary
