**River Grove Public Library District**

**General Board Meeting Minutes**

**DECEMBER 14, 2022**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:12 p.m.

Roll:

Mr. McManus Absent

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 5 Present, 2 Absent

Also Present: Kendall Harvey, Director

 Toula Anastos, Administrative Assistant

**GUESTS:**

**APPROVAL OF MINUTES:**

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for November 9, 2022 as presented.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

B. Mr. Conway motioned to table the approval of the Executive Session Minutes for November 9, 2022.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

C. Ms. Mazza motioned to approve the Special Meeting Minutes for November 21, 2022 as presented.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

D. Ms. Mazza motioned to approve the Special Meeting Minutes for December 5, 2022 as presented.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. Ms. Harvey included the Agency Tax Rate Report, from the Office of the County Clerk in the board packets. We will should be receiving a total of $496,022.47 in taxes this year.

2. From the Office of Cook County Clerk, Karen A. Yarbrough was a certification that reflects the 2021 equalized values and tax rate for the library district.

**TREASURER’S REPORT:**

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

Ms. Mazza motioned to approve the October 2022 Treasurer’s Report as presented.

Ms. Angelico second.

Roll:

Mr. McManus Absent

Ms. Angelico Aye

Mr. Prokop Aye

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. Mazza motioned to approve the Bills for Approval as presented on December 14, 2022.

Ms. Angelico second.

Roll:

Mr. McManus Absent

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Absent

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 2 Absent, 0 Nays

Motion Carries.

Mr. McManus joined the meeting at 6:22 pm.

**PRESIDENT’S REPORT:**

Per our Special Meeting on November 21st, Mr. Conway spoke with the Board of Election and one of their recommendations was that action needs to be taken right now.

There was a thorough inspection done on the property located at 8301 W. Grand Avenue and we have a phase one report. The structure of the building is in very good condition.

We posted the sale of the house located at 8500 Center Ave., in the Elm Leaves for 2 weeks. We do have a current bid and as soon as we get the Certification of Publication; we are hoping to have the closing in January.

**LIBRARY STATUS REPORT:**

A. Ms. Harvey reported that the basement heating units have been inspected and repaired by Four Seasons and the outdoor parking lot lights have been replaced.

B. Our new IT company, OSG, has completed 80% of the installation of the server.

C. Ms. Harvey and Ms. Tucker attended the L.A.M. (Library Articulation Meeting) that was held at Leyden East High School.

D. Mr. Magnelli, Ms. Taylor, and Ms. Harvey took a book repair workshop at Glen Ellyn Public Library.

E. Ms. Harvey met with 3 architecture firms to discuss facilities assessment proposals. This will be included on the January agenda.

F. The circulation stats and the working budget are included in the packet. New YA materials and DVD’s were ordered for all ages.

G. Cook County Tax bills are due December 31st, and Ms. Anastos said that payments are beginning to come in and will be seen in the December 2022 Treasurer’s Report.

H. We had our Youth Winter Reading program begin on Dec. 1st, and Santa came to visit on Dec. 3rd. Some of our upcoming programs are a Saturday Board Game program, and speakers coming in such as our Service Dog program speaker. Rhiannon is working on getting our marketing up and is currently working on getting our newsletter running again.

Ms. Mazza commented on how she really enjoyed the Service Dog Program and the Crystal Program and wished more people attended to these programs and is glad to see that outreach is coming.

Ms. Angelico motioned to approve the Library Status Report.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

**A.**

**BUILDING AND GROUNDS:**

**OLD BUSINESS:**

**A.**

**NEW BUSINESS:**

**A. Meeting Dates 2023 (ACTION ITEM)**

Ms. Asbury motioned to have hold our General Board Meetings for 2023 at 6:30 pm. on the second Wednesday of the month.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

**B. Library Closures 2023 (ACTION ITEM)**

The Holiday Closures have already been approved and put into policy. Therefore, there is motion needed.

**C. Staff In-Service Day (ACTION ITEM)**

Ms. Harvey would like to close the library on Friday, February 10th, for staff development. This has already been approved by the board and does not need a motion.

**D. Year-End Review (ACTION ITEM)**

The board ended the year-end review last year to give staff a better raise in their salaries.

Mr. Prokop motioned to suspend the order of the day to move the Executive Session into our regular meeting under ITEM: XIII and move Public Comments to ITEM: XIV.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

Mr. Conway read Ordinance 2022-05. This Ordinance is for the authorization of the purchase of 8301 W. Grand Avenue to be the new location for the library. The purchase price for the building is $450,000. Ms. Harvey did express some concern that we may not be able to proceed with renovations without a referendum. Ms. Conway replied to her concern and noted that there may be other financing options for us.

Ms. Mazza motioned to adopt Ordinance 2022-05 on this 14th, day of December, 2022.

Ms. Asbury second.

Roll:

Mr. McManus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Absent

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**A. The board of Library Trustees will meet in Executive Session under the exception of the Open Meetings Act ILCS Chapter 5, Act 120/2 (c) Exceptions: “the purchase or lease of real property for the use of public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.”**

**ADJOURNMENT:**

Ms. Mazza motioned to adjourn at 7:05 pm.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

Respectfully submitted,

Kim Asbury

Board Secretary