**River Grove Public Library District**

**General Board Meeting Minutes**

**FEBRUARY 8, 2023**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:34 pm.

Roll:

Mr. Mc Manus Absent

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Present

Ms. Asbury Absent

Ms. Mazza Present

Mr. Conway Present

Record Shows: 5 Present, 2 Absent

Also Present: Kendall Harvey, Director

Toula Anastos, Administrative Assistant

**GUESTS:**

Jamie Rachlin, with Meristem Advisors

Mr. Rachlin gave a description of his company and the services they provide. In his presentation, he noted that Meristem is unique because the majority of his clients are libraries. Some of the services he can provide are: Financial Planning and Budgeting, Tiff Analysis, Referendum Support, and Debt Issuance. Meristem is familiar with Library Law and has worked with libraries through RAILS.

Ms. Asbury joined that meeting via zoom about 6:37 pm.

Mr. Rachlin took some questions from the board and one of them was on funding. Mr. Rachlin stated that unfortunately, there are not many ways for a library to raise money. The State may still have funding for some libraries through State Grants. After all questions were answered, Mr. Rachlin left at 6:54 pm.

Meristem’s fee for these services would be $15,000.

**APPROVAL OF MINUTES:**

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for January 11, 2023 as presented.

Mr. Angelico second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. The Cook County Assessor’s Office sent a letter to inform us there has been a delay with them in sending out our 2023 Annual Exempt Affidavit application. The delay is because they are launching a new online program.

**TREASURER’S REPORT:**

Ms. Carvajal read the January 2023 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 January 2023 Treasurer’s Report as presented.

Ms. Mazza second.

Roll:

Mr. Mc Manus Absent

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Absent

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 2 Absent, 0 Nays

Motion Carries.

**BILLS FOR APPROVAL:**

Ms. Carvajal motioned to approve the Bills for Approval as presented on February 8, 2023.

Ms. Angelico second.

Roll:

Mr. Mc Manus Absent

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Absent

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 2 Absent, 0 Nays

Motion Carries.

**PRESIDENT’S REPORT:**

Mr. Conway reported that the house closed and we received the funds and we had the closing on the purchase of Ada’s Deli and now we have big decisions to make for the future of the library.

Mr. Conway spoke with the Village in regards Historical Society’s storage space. The Village has made room for the Historical Society and the items that are in storage will probably be moved in April or May.

Ms. Mazza and Mr. Conway attended the CMAP. The Village is doing another study for a Village plan. During the discussion, there was back and forth communication from the residents regarding the library district. They will present a copy of the responses to the Village and the Library.

Mr. Conway would like all of the board and staff to be as transparent as possible on our plans for the library to the public. We will need to give a public announcement from the board to let them know the steps we will be taking.

Mr. Conway directed Ms. Harvey to change the locks at Ada’s Deli. The equipment at Ada’s needs to be donated or sold. Ms. Harvey called our Insurance Agent and insured the building and she is completing the re-zoning paperwork.

**LIBRARY STATUS REPORT:**

A. Ms. Harvey along with Rhiannon and Kate went through the items that are down in the basement to see what they could use for the yard sale and what should be thrown out. We are looking to have the yard sale in April or May of this year. The American Legion would like to join us and to let them know when we will be having it.

B. The electrician came and fixed a bad ballast.

C. Our IT completed the transition with TBS.

D. Ms. Harvey is completing the re-zoning paperwork for Ada’s property but she cannot submit it until she gets the architect’s facility plan.

E. On Friday, February 17th, the library will be closed for our Staff In-Service Day. Staff will be doing CPR training and some strategic planning.

F. Tiffany Skelnik, our circulation clerk, was hired for the PT Young Adult Associate position. Rhiannon is accepting applications and conducting interviews for the open circulation clerk position.

G. Ms. Harvey attended the January SWAN Fireside Chat.

H. Ms. Harvey applied for the Rivers Casino Grant in the amount of $20,000 and she applied for the Peggy Barber Grant in the amount of $2,500.

I. We have received $1,700 in donations in memory of Delores Wasowicz.

J. Our current Adult Programs are all full. And our passport appointment calendar has been fully booked for the past several weeks.

K. Dayna, our Children’s Librarian, went to Rhodes School on January 26th for the CRAM Fair multicultural event. And Tiffany, our PT Young Adult Associate, is assembling a Teen Advisory Board.

L. LACONI is having a Trustee Banquet on Friday, May 19, from 6pm to 11pm, at The Nineteenth Century Charitable Association 178, Forest Avenue #1, Oak Park, IL 60301 for those who are interested in going, Ms. Harvey can sign them up.

M. Ms. Harvey started the State Library Construction Grant but still needs an architect’s facility plan in order to submit it.

Ms. Angelico inquired about when will Ms. Harvey send out the link to the Sexual Harassment site. Ms. Harvey will be sending it out tomorrow.

Mr. Prokop motioned to approve the Library Status Report.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

**A.**

**BUILDING AND GROUNDS:**

**A.**

**OLD BUSINESS:**

**A. Architect Selection – 8301 W. Grand Project (ACTION)**

The bids for the architects are as follows:

Sheehan Nagle Hartray Architects - $25,000

Engberg Anderson Architects - $15,000

Product Architecture & Design - $22,000

Mr. Prokop motioned to accept the bid from Engberg Anderson Architects in the amount of $15,000.

Ms. Carvajal second.

Roll:

Mr. Mc Manus Absent

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Absent

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 2 Absent, 0 Nays

Motion Carries.

**B. Meristem Advisors Proposal – Jamie Rachlin (ACTION)**

Mr. Conway motioned to table this matter until April.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

**NEW BUSINESS:**

**A. Strategic Plan Discussion**

Ms. Harvey informed the board that at the Staff In-Service Day, she will be getting feedback from staff on what they would like to see in a new library? What kind of services and programs they would like? She noted how we can have a dedicated Strategic Plan Discussion at our next meeting and would like the board’s feedback as well. She will present the staff’s feedback at the next meeting.

**B. Library Building Appraisal Discussion**

Ms. Harvey stated that it is very expensive to get this building appraised and the appraiser recommended that we continue to work with our broker. Mr. Conway will reach out to our broker, John Z., to talk to him in regards of selling the Library’s properties located at 8631 W. Grand Ave. and 8638 W. Grand Ave.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**A.**

**ADJOURNMENT:**

Mr. Prokop motioned to adjourn at 7:36 pm.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

Respectfully submitted,

Kris Mazza

Acting Board Secretary