**River Grove Public Library District**

**General Board Meeting Minutes**

**January 10, 2024**

**Regular Board Meeting**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:30 pm.

**Roll:**

Mr. McManus Present

Ms. Angelico Absent

Mr. Prokop Present

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 5 Present, 1 Absent

Also Present: ￼ Kendall Santucci, Director

Angela Hantosh, Admin. Assistant

**GUESTS:**

None

**APPROVAL OF GENERAL MINUTES:**

Ms. Mazza motioned to approve the General Board Meeting Minutes for December 13, 2023

Mr. McManus second.

Record Shows: All Ayes

Motion Carries

**APPROVAL OF EXECUTIVE SESSION MINUTES:**

ExecutiveSession Minutes for December 13, 2023

Tabled

**APPROVAL OF SPECIAL MEETING MINUTES FOR NOVEMBER 27, 2023:**

Ms. Mazza motioned to approve the November 27, 2023 special meeting minutes, Mr. Conway second.

Record Shows: All Ayes

Motion Carries

**CORRESPONDENCE:**

None

**TREASURER’S REPORT:**

Ms. Mazza motioned to approve the December 2023 Treasurer’s Report as presented.

Mr. McManus second.

**Roll:**

Mr. McManus Aye

Mr. Prokop Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Ms. Angelico Absent

Record Shows: 5 Ayes 1 Absent, 0 Nays

Motion Carries.

**BILLS FOR APPROVAL:**

Ms. Mazza motioned to approve the Bills for Approval as presented on January 2024.

Mr. McManus second.

**Roll:**

Mr. McManus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes 1 Absent, 0 Nays

Motion Carries.

**PRESIDENT’S REPORT:**

Tabled.

**DIRECTOR’S REPORT:**

· Gave away extra shelving in basement to two other libraries.

· 3 new patron computers were installed.

· Decommissioned computers & other tech devices were picked up for recycling by OSG.

· Met with representatives from 3 carpet cleaning vendors and received quotes. Scheduled carpet cleaning with Pinpoint Clean for Friday 2/2/24 after the library closes to the public.

· Requested and received quotes from MAI-certified appraisers to conduct fair market appraisal of existing library building.

· Requested and received quotes from architects to conduct assessment and cost estimate for Ada’s property renovation.

· Staff Interdepartmental Meeting – 1/9/24

· Met with Joe M. and Tiffany S. about Aspen Admin training (library catalog customization).

· Staff In-Service day taking place on 2/9/24 – the library will be closed to the public on that day.

· New Spanish materials were added.

· Tiffany S. and Yuli M. are working together on relabeling and refreshing the graphic novels & manga collection.

· On-site visit with auditor – 12/20/23. Should have completed FY 2023 financial compilation available at next Board meeting.

· Met with Paycom rep. regarding payroll processing schedules.

· Completed & submitted records disposal application to Illinois State Library. The application was approved on 12/27/23.

· Reorganized records storage room and created new labels for boxes.

Mr. McManus motioned to approve the Director’s Report. Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

No report.

**BUILDING AND GROUNDS:**

A board-up company was used at the Ada’s building due to vandalism.

One furnace was successfully fixed at the library.

**OLD BUSINESS:**

Public Comment Policy

Ms. Mazza motioned to adopt the Public Comment Policy as presented. Mr. Conway second.

Record Shows: All Ayes

Motion carries

**Roll:**

Mr. McManus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes 1 Absent, 0 Nays

Motion Carries.

**NEW BUSINESS:**

Appraiser Proposals and Architectural Services Quotes

Tabled.

**PUBLIC COMMENTS**

None.

**EXECUTIVE SESSION:**

The Board chose not to move into Executive Session.

New Trustee application discussed and decided on. Mr. Darren Orange will be sworn in at the February board meeting.

Ms. Mazza motioned to appoint. Mr. McManus second.

**Roll:**

Mr. McManus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes 1 Absent, 0 Nays

Motion Carries.

**ADJOURNMENT:**

Mr. McManus motioned to adjourn at 7:15 pm.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.