**River Grove Public Library District**

**General Board Meeting Minutes**

**NOVEMBER 9, 2022**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:05 p.m.

Roll:

Mr. McManus Present

Ms. Angelico Present

Mr. Prokop Present

Ms. Carvajal Absent

Ms. Asbury Present

Ms. Mazza Present

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Also Present: Kendall Harvey, Director

 Toula Anastos, Administrative Assistant

**GUESTS:**

Mr. Mike Anton, Resident of River Grove

**APPROVAL OF MINUTES:**

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for October 12, 2022 as presented.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. A letter from Ms. Toula Anastos was presented. This issue was to be held in Executive Session.

Mr. Conway motioned to suspend the order of the day and move on to the Bills for Approval.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

**BILLS FOR APPROVAL:**

Ms. Mazza motioned to approve the Bills for Approval as presented on October 12, 2022.

Ms. Angelico 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.

**PRESIDENT’S REPORT:**

Mr. Conway said that the Ad Hoc Meeting will be discussed in Executive Session. Mr. Conway noted that we are not abandoning the issue with the Village but we need to seek every option available to us.

There is an issue with a board member’s term cycle from the 2019 elections and we are looking how to remedy the issue as quick as we can.

**LIBRARY STATUS REPORT:**

A. Ms. Harvey reported that Municipal Backflow came out to conduct an inspect on our backflow system. A leak was found and they were able to repair it. We then passed the inspection after the leak was repaired. We also had the handyman come in and install the new blinds and work on other minor tasks. The broken window that is in the staff room was also replaced.

B. Joseph Magnelli was hired as our Adult Service Associate. Joseph will be working on our adult programs, adult book club, ordering our adult materials, and is in the Passport Acceptance Agent Program, which will allow him to conduct passport applications.

C. Some of our staff members and I will be attending a book repair workshop on November 18th, at a different library.

D. There are circulation statistics included in the packets. Joe Magnelli will be taking over the ordering of our adult materials.

E. Ms. Harvey has created a working budget that is included in the packet.

F. Ms. Harvey and Ms. Dayna Tucker attended the Trunk and Treat event. Ms. Tucker decorated her automobile with an awesome Charlotte’s Web theme. Ms. Harvey and Ms. Tucker will also attend the Library Articulation Meeting at East Leyden High School next week.

Mr. Conway inquired on if there were any changes to our circulation. Ms. Harvey has noticed that our Polish collection has been doing very well. She stated that for a while we did not have a vendor for Polish books and we recently placed an order with Polonia Bookstore. Also, our passports have slowed down a bit, which is typical this time of year.

Mr. McManus motioned to approve the Library Status Report.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

**A. Ad Hock Committee**

Will be discussed in the Executive Session.

**BUILDING AND GROUNDS:**

a. Mr. McManus would like to see the blinds on the second floor be replace and the parking lot lights be working.

Ms. Nanci Carvajal joined the meeting at 6:18 pm.

**TREASURER’S REPORT:**

Ms. Carvajal read the October 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 Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Nay

Ms. Asbury Nay

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 7 Ayes, 0 Absent, 0 Nays

Motion Carries.

**OLD BUSINESS:**

**A.** **Managed IT Vendor (ACTION ITEM)**

Ms. Harvey presented 2 options for an IT Vendor. Varity and Outsource Solution Group are the options. Discussion began on the pros and cons of the two vendors occurred.

Mr. Prokop motioned to switch to Outsource as our IT Vendor.

Ms. Angelico second.

Roll:

Mr. McManus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Nay

Ms. Asbury Nay

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 0 Absent, 2 Nays

Motion Carries.

**B. Roof Repair (ACTION ITEM)**

There were 2 quotes presented to repair our roof. One was from Roof Care in the amount of $3050 and the second on was from Windy City Flat Roof in the amount of $9500.

Ms. Angelico motioned to have Roof Care repair the roof in the amount of $3050.

Mr. McManus second.

Roll:

Mr. McManus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 7 Ayes, 0 Absent, 0 Nays

Motion Carries.

**C. Review of Library Policies – Second Reading (ACTION ITEM)**

Ms. Mazza motioned to approve the Library Policies as revised.

Ms. Carvajal second.

Roll:

Mr. McManus Nay

Ms. Angelico Aye

Mr. Prokop Abstain

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 0 Absent, 1 Nay, 1 Abstention

Motion Carries.

**NEW BUSINESS:**

**A.**

**PUBLIC COMMENTS**

Mr. Mike Anton did not have any comments but was asked to leave because we would be going into our Executive Session Meeting.

**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.”**

Mr. Conway motioned to adjourn from our regular session to go to Executive Session to discuss property at 6:41 pm.

Mr. McManus second.

Roll:

Mr. McManus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 7 Ayes, 0 Absent, 0 Nays

Motion Carries.

We have reconvened back into our regular session at 7:15 pm.

Mr. Prokop motioned to affirm the vote taken in Executive Session.

Mr. McManus second.

Roll:

Mr. McManus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 7 Ayes, 0 Absent, 0 Nays

Motion Carries.

Mr. Prokop motioned to adjourn from our regular session to go to Executive Session to discuss personnel at 7:15 pm.

Ms. Angelico second.

Roll:

Mr. McManus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Nay

Record Shows: 6 Ayes, 0 Absent, 1 Nay

Motion Carries.

**ADJOURNMENT:**

Respectfully submitted,

Kim Asbury

Board Secretary