**River Grove Public Library District**

**General Board Meeting Minutes**

**MAY 10, 2023**

**CALL TO ORDER:**

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

Roll:

Mr. Mc Manus 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:**

**APPROVAL OF MINUTES:**

A. Ms. Mazza motioned to approve the Special Meeting Minutes for March 22, 2023 as presented.

Mr. Mc Manus second.

Record Shows: All Ayes

Motion Carries.

B. Ms. Angelico motioned to approve the General Board Meeting Minutes for April 12, 2023 as corrected.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

C. Mr. Mc Manus motioned to approve the Special Meeting Minutes for April 19, 2023.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

a. A letter from Elmwood Park inviting us to participate in their annual Fourth of July Parade. The board will leave this decision up to the director.

b. Ms. Harvey made copies of the Election Certificates for Mr. Mc Manus and Ms. Carvajal that were received. The originals are kept on file.

**TREASURER’S REPORT:**

Ms. Mazza read the April 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 February 2023 Treasurer’s Report as presented.

Mr. Mc Manus second.

Roll:

Mr. Mc Manus 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.

**BILLS FOR APPROVAL:**

Ms. Mazza motioned to approve the Bills for Approval as presented on April 12, 2023.

Ms. Angelico second.

Roll:

Mr. Mc Manus 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 reported that we have 2 bids for the sale of the property located at 8631 W. Grand Ave. River Grove, IL.

We are at a standstill with the architect regarding the cost for the new library site. We will have to slim some of it down. Ms. Harvey and the architect are working on this and we should have some other options from our architect by the next meeting.

**DIRECTOR’S REPORT:**

A. Our insurance company requires us to install emergency lights and fire extinguishers in the Ada’s building in order to keep our insurance coverage. Ms. Harvey is working on taking care of this matter.

B. Ms. Harvey and staff have been working on preparing for the yard sale that is coming up.

C. Joseph Magnelli and Wil Bastion attended the ILA Reaching Forward Conference on May 5. Mr. Magnelli wrote a summary report on the conference and was included in the board packet

D. Ms. Harvey decided to leave the Tech Services position vacant for now. She also reported that Kris Scotella is out on medical leave for the month of May.

E. Kris out for the rest of the month

F. We picked our EBSCO database package for this year and added new books to the collection.

G. We’ve been working on our Summer Reading Program plans which will take place from June 12th - July 29th.

H. Ms. Harvey noted that their may be a way to keep our funds in Fifth Third Bank secure and insured. She will keep the board informed as she gets more information on this.

I. The Statistic report, the working budget, Dayna’s Children’s report and the flyer for our summer reading program were included in the packet.

Ms. Angelico inquired if the insurance company required EXIT signs for Ada’s. Ms. Harvey stated that EXIT signs were recommended but not required.

Mr. Prokop motioned to approve the Director’s Report.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

**A.**

**BUILDING AND GROUNDS:**

**A.** No Report

**OLD BUSINESS:**

**A. Naming Rights Policy – Second Reading (ACTION)**

Ms. Mazza motioned to approve the Naming Rights Policy as presented.

Ms. Angelico second.

Roll:

Mr. Mc Manus 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.

**B. Historical Collection Policy – Second Reading (ACTION)**

Tabled.

**C. Personnel Policy Updates – Second Reading (ACTION)**

**i. Employee Benefits & Leave Policy Updates – Second Reading**

**ii. Employment & Compensation Policy Updates – Second Reading**

**iii. Dress Guidelines Policy Updates – Second Reading**

**iv. Grievance Policy – Second Reading**

**v. Volunteer Policy – Second Reading**

Mr. Conway motioned to approve the Personnel Policy Updates as amended.

Ms. Angelico second.

Roll:

Mr. Mc Manus 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.

Mr. Conway motioned to suspend the order of the day.

Mr. Prokop second.

Record shows: All Ayes

Motion Carries.

**NEW BUSINESS:**

**A. Public sale of real estate property at 8631 Grand Ave, River Grove, Illinois 60171**

There were 2 bids presented. One was from Elm Park LLC in the amount of $220,000 and the second one was from Adrian McQuim in the amount of $191,000.

Mr. Prokop motioned to accept the bid from Elm Park LLC in the amount of $220,000.

Mr. Mc Manus second.

Roll:

Mr. Mc Manus 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

**B. Working Budget 2023 - 2024**

Ms. Harvey presented a tentative Budget for 2023 – 2024 for the board to review.

**C. Staff Salary Review**

**i. Salary Scale Proposal (ACTION)**

**ii. 2023 – 2024 Salary Increase Proposal (ACTION)**

**iii. Organizational Chart (ACTION)**

Ms. Harvey presented and explained the proposed staff salary for the board to review.

**D. Resolution to establish Delores Wasowicz Historical Collection (ACTION)**

Laura Wasowicz proposed we establish a collection that will be named after Delores Wasowicz.

Mr. Prokop motioned to approve the resolution to establish the Delores Wasowicz Historical Collection.

Ms. Angelico second.

Roll:

Mr. Mc Manus 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.

**E. Sikich 2021 - 2022 Compilation Report**

Mr. Prokop motioned to approve the 2021 – 2022 Compilation Report presented by Sikich.

Mr. Mc Manus second.

Roll:

Mr. Mc Manus 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.

**F. Discussion: Certificate of Deposit**

Tabled.

**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 appointment, employment, compensation, discipline, performance, or dismissal of specific employees.”**

Mr. Conway motioned to adjourn from our regular session to go to Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees at 7:29 pm.

Mr. Mc Manus second.

Roll:

Mr. Mc Manus 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.

We have reconvened back into our regular session at 7:35 pm.

Mr. Prokop motioned to accept the decisions made in Executive Session.

Ms. Mazza second

Roll:

Mr. Mc Manus 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.

**ADJOURNMENT:**

Mr. Prokop motioned to adjourn at 7:38 pm.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

Respectfully submitted,

Kimberly Asbury

Board Secretary