**River Grove Public Library District**

**General Board Meeting Minutes**

**OCTOBER 12, 2022**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:02 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:**

**APPROVAL OF MINUTES:**

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for September 14, 2022 as presented.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. We received a Continuation Certificate for Nanci Carvajal’s bond from RLI Surety in the amount of 200K.

Mr. Conway motioned to suspend the order of the day and move on to the Bills for Approval before the Treasurer’s Report.

Ms. Angelico 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.

Mr. McManus 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.

**TREASURER’S REPORT:**

Mr. Conway read Ms. Carvajal’s September 2022 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 September 2022 Treasurer’s Report as presented.

Ms. Mazza 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 spoke with the attorney regarding the closing of the Center Street empty lot.

He believes that Friday should be the day of the closing.

The realtor suggested we do minor repairs to the house at Center Street to be able to market it to more people. In the condition the house is in, it is not FHA or VA approved.

Mr. Conway reached out to the Mayor to see when the next Ad Hoc Committee Meeting will be. In the next couple of days, a meeting will be set up, and Mr. Conway will notify the board members with the details of that meeting.

**LIBRARY STATUS REPORT:**

A. Ms. Harvey informed she spoke with our IT, Verity, on the replacement of our server. Verity is asking for a lot of money to replace that. Ms. Harvey has gotten other quotes for the board to review.

B. The people counter was ordered to be installed at the front door to track patron traffic.

C. Ms. Harvey did a walk through the basement and suggested that we have a yard sale to sell some of the items that are not being used. She believes that the library can sell items for under $2500.

D. When we hire a YA staff member, Ms. Harvey will be purchasing a new computer for that person.

E. We are switching our website to Streamline. Streamline exclusively works with special districts. They will make sure that we are ADA compliant and our meeting agendas are accessible.

F. Back Flow test is scheduled for November 2.

G. Susan D’Attomo, our Assistant Head of Circulation has resigned. Ms. Harvey Hired an Adult Services Associate who will begin on the 24th of October. The Young Adult position has been reposted but has yet to be filled.

H. Ms. Harvey met with Kathy Parker our consultant, she met with Denis Walsh, our attorney, and met our insurance agent to go over our policies.

I. There is an education session for Board members who are interested in attending in the packet.

The title of the session is Keys to Being a Better Library Trustee.

J. Mr. Harvey and Ms. Taylor have been ordering the adult materials until our Adult Services Associate starts. They have also been weeding the collection and donated the weeded books to the Chicagoland Veterans Command Post.

K. Ms. Harvey would like to become an authorized signer on the accounts at our bank.

L. Ms. Harvey will be putting QuickBooks on online in order to track revenues and expenditures. She also created a working budget to be able to use as a guide for purchasing decisions.

M. The Village will be hosting their Trunk or Treat event on October 29. Ms. Harvey and Ms. Tucker will be attending on behalf of the library.

N. The Per Capita application began. We will be going through what is needed at our November meeting. The Per Capita Application is due in January.

O. Ms. Harvey included in the packet election information for Trustees.

Mr. McManus motioned to approve the Library Status Report.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

**A. Ad Hock Committee**

No Report this month.

**BUILDING AND GROUNDS:**

a. No report.

**OLD BUSINESS:**

**A.**

**NEW BUSINESS:**

**A. Review of Library Policies – First Reading (ACTION ITEM)**

Ms. Harvey emailed the Library Policy to the board. She highlighted the updated policies. The board will review the policy. This is tabled until next month.

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

The board would like to see more quotes. This is tabled until next month.

**C. Managed IT Provider Selection (ACTION ITEM)**

Verity is our current IT provider. We need a new server.

**D. Resolutions**

 **i. Resolution to adopt 2022-2023 Levy Ordinance**

Mr. Prokop motioned to adopt the 2022-2023 Levy Ordinance, for a grand total of $974,377.86 as presented.

Ms. Mazza 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.

E. Director to be an Authorized Signer on the Accounts

Ms. Mazza motioned to add Ms. Kendall as an authorized signer to our bank accounts.

Mr. McManus 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.

Mr. Prokop addressed his concerns about the Map of River Grove to be brought back up from the basement and be hung in the library for our patrons to see.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT:**

Mr. Prokop motioned to adjourn out of regular session at 6:44 pm.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kim Asbury

Board Secretary