**River Grove Public Library District**

**General Board Meeting Minutes**

**JANUARY 11, 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 Present

Ms. Asbury Present

Ms. Mazza Absent

Mr. Conway Present

Record Shows: 6 Present, 1 Absent

Also Present: Kendall Harvey, Director

Toula Anastos, Administrative Assistant

**GUESTS:**

Don McKay of Sheehan Nagle Hartray

Joe Huberty of Engberg Anderson

Tiffany Nash of Product Architecture & Design

Ms. Mazza joined the meeting via Zoom.

Mr. Prokop motioned to suspend the order of the day in order for our guests to deliver their presentations.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

Mr. Don McKay, with Sheehan Nagle Hartray, submitted a proposal to Furnish a Facility Assessment for 8301 Grand Ave. He explained the services that his firm would perform and if selected, an AIA Standard Form of Agreement between the Library and Sheehan Nagle Hartray Architects will be prepared based on the terms of the proposal. Mr. McKay answered the board member’s questions and departed at 6:46 pm.

Mr. Joe Huberty, with Engberg Anderson, began his presentation at 6:47 pm. Mr. Huberty submitted a proposal for a Conceptual Planning Services for the renovation of 8301 Grand Ave. He stated that the challenge of any library renovation is to make it flexible, adaptable, future friendly, and to make it an enjoyable experience for patrons to want to return. He began his power-point presentation with examples of other library needs and wants and what his company, Engberg Anderson, was able to create for them. Mr. Huberty answered the board’s questions and departed at 7:18 pm.

Our next guests, Tiffany Nash and Dan Port, with Product Architecture & Design, attended the meeting via zoom and began her presentation at 7:19 pm. Ms. Nash submitted a proposal for a Capital Needs Assessment Report including Annual Cost Projections for 8301 Grand Ave. Her proposal included to complete a capital needs assessment report with a 10-year outlook for possible future expenditures along with planning study. Ms. Nash and Mr. Port answered the board’s question and ended at 7:29 pm.

The board will review the proposals and decide at next month’s meeting.

**APPROVAL OF MINUTES:**

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

Mr. Mc Manus second.

Record Shows: All Ayes

Motion Carries.

B. Mr. Prokop motioned to approve the Special Meeting Minutes for December 29, 2022 as presented.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. Mr. Conway presented an obituary article for Delores Wasowicz, who died on January 6, 2023. Ms. Wasowicz was a co-founder of the River Grove Public Library and served as an active member of the Friends of the Library. Her family requested that in lieu of flowers, donations in memory of Delores be given to the River Grove Public Library.

**TREASURER’S REPORT:**

Ms. Carvajal read the December 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 December 2022 Treasurer’s Report as presented.

Mr. Prokop second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Absent

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**BILLS FOR APPROVAL:**

Ms. Angelico motioned to approve the Bills for Approval as presented on January 11, 2023.

Ms. Carvajal second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Absent

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**PRESIDENT’S REPORT:**

Mr. Conway reported that tentatively the closing of the sale of house on Center Street is to be at the end of January, along with the purchase of Ada’s Deli.

There has been communication with the Village to have another Ad Hoc Committee Meeting to discuss future plans, but no date has been set.

Mr. Conway noted that not only does he value the opinions of our staff on what the library should look like and what kind of services should it have, he also values the board’s opinion and would like their input either verbally or written.

**LIBRARY STATUS REPORT:**

A. Ms. Harvey reported that we are 90% transitioned to our new IT and the server is completed.

B. The roof leak has allegedly been repaired and our roofers came out to inspect it a couple of times.

C. The Sexual Harassment Prevention Training and the Open Meetings Act Training for 2023 is now available. Ms. Harvey and the board are required to do both, while the staff is required do the Sexual Harassment training only.

D. We added some new Young Adult materials to our collection.

E. Ms. Harvey began the application for the construction grant, however, she cannot apply for it yet until she knows what is going to happen. She did speak with someone at the State Library who explained to her the grant index and confirmed each library in the State has a specific ranking index which determines the grant will fund. The grant application is due April 1, 2023.

F. Our Winter Reading Program began December 1st and our summer reading has begun, and we have new programs on our calendar for the next few months.

G. Our Staff In-service Training is tentatively set for February 10th.

H. We had our Youth Winter Reading program begin on Dec. 1st, and Santa came to visit on Dec. 3rd. Some of our upcoming programs are a Saturday Board Game program, and speakers coming in such as our Service Dog program speaker. Rhiannon is working on getting our marketing up and is currently working on getting our newsletter running again.

Mr. Conway inquired about the Yard Sale the library wants to have. Ms. Harvey and staff will be working on what to sell and what will be thrown out.

Ms. Carvajal motioned to approve the Library Status Report.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

**A.**

**BUILDING AND GROUNDS:**

**OLD BUSINESS:**

**A.**

**NEW BUSINESS:**

**A. Ordinance approving the sale of library property pursuant to 75ILCS 16/30-55.32 (8500 Center Street, River Grove, IL) (ACTION ITEM)**

Mr. Mc Manus motioned to approve Ordinance 2023-01 approving the sale of 8500 Center Street.

Ms. Angelico second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Absent

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

**B.**

**C. Financial Planning Consultant Proposal – Meristem Advisors LLC (ACTION)**

Mr. Prokop motioned to table.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

**D. Resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings (ACTION ITEM)**

Ms. Angelico motioned to pass the resolution to include compensation paid under an Internal Revenue Code Section 125 Plan as IMRF earnings.

Mr. Prokop second.

Roll:

Mr. Mc Manus Aye

Ms. Angelico Aye

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Absent

Mr. Conway Aye

Record Shows: 6 Ayes, 1 Absent, 0 Nays

Motion Carries.

E. Communications/Outlook/Events

Ms. Asbury email account with Outlook was not receiving all of the emails that were sent to her and missed two special meeting. Mr. Conway and Ms. Asbury did a test where he set up the meetings as events on her phone and they came right through.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**A.**

**ADJOURNMENT:**

Mr. Prokop motioned to adjourn at 8:04 pm.

Mr. Mc Manus second.

Record Shows: All Ayes

Motion Carries.

Respectfully submitted,

Kimberly Asbury

Board Secretary