

**The River Grove Public Library District  
General Board Meeting Minutes  
AUGUST 11, 2021**

**CALL TO ORDER:**

President Conway called the meeting to order at 7:00 p.m.

Roll:

Mr. McManus	Present
Ms. Angelico	Present
Mr. Prokop	Present
Ms. Carvajal	Present
Ms. Asbury	Present
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	7 Present, 0 Absent
Also Present:	Yuli Melnyk, Interim Director
	Toula Anastos, Administrative Assistant

**GUEST:**

**APPROVAL OF MINUTES:**

A. Mr. Conway motioned to approve the General Board Meeting Minutes for July 14, 2021 as presented.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

B. Ms. Mazza motioned to approve the Committee Meeting Minutes for Personnel for July 29, 2021 as presented.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

C. Ms. Mazza motioned to approve the Committee Minutes for Property for July 29, 2021 as presented.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. Mr. Conway spoke with Mayor Guerin in regards to putting an Ad-Hoc Committee together to discuss a joint venture with the library for a future site and other Village services. We, along with other governmental bodies, are invited to attend the meeting on August 23<sup>rd</sup> at 6:00 pm. It will be an open meeting to the public.

**TREASURER’S REPORT:**

Mr. Prokop motioned to approve the July 2021 Treasurer’s Report as presented.

Ms. Angelico 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 Nays
Motion Carries.	

**BILLS FOR APPROVAL:**

Ms. Angelico motioned to approve the August 2021 Bills for Approval as presented.

Ms. Mazza 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 Nays
Motion Carries.	

**LIBRARY STATUS REPORT**

A. Ms. Melnyk reported that we are following the CDC’s guideline for the covid-19 virus. We will be going back to the mask mandates.

B. Our statistics have dropped a little. This is not unusual for this time of the year being that some of our patrons are on vacation.

C. The IPLAR Report is due on September 1<sup>st</sup> and we are good to go on submitting that.

D. Our quotes for the glass and door are being checked by the Fire Department to make sure that we are complying.

- E. The application for the Per Capita Grant will be coming sometime in September or October and we have to start preparing for it now because it will be due in January of next year. The book to be reviewed has been sent to the board members and the whole book will need to be read.
- F. Ms. Melnyk is partnering with Starbucks for a couple of community events. One will be on the 3<sup>rd</sup> Tuesday, between 2 to 8 pm, in September which is Library Sign-Up Month and Ms. Melnyk will be going to Starbucks to set up a table to promote the Library. The other one will be a cookie decorating class at Starbucks. Starbucks will also be coming to the Library with coffee for the parents attending Ms. Tucker's Story-Time program. Mr. Conway encouraged the board members to attend the Starbucks event in September.
- G. Hoopla has started a new program giving you bonus bars that will give you 3 free check-outs per month. This includes books, audio-books, CD's and movies.
- H. Ms. Melnyk handed the board the benefits and reasons to go fine free and never expiring cards along with the background and statistic information. She went into more detail of these handouts. Mr. Prokop and Mr. Conway requested that Ms. Melnyk draft a policy for both going fine free and never expiring cards and to include protecting our inventory to be reviewed next month.
- I. SWAN has updated us with Work-flows software.
- J. Our catalogue company will be changing from Enterprise to Aspen in the coming months.
- K. Our Welcome Bags are being sent out to the new residents in the new apartments as soon as we are contacted by Phyllis, who is the leasing agent for Noah Properties. Mr. Prokop inquired if this can be expanded to all of River Grove and not be limited only to the new apartments but to include new homeowners as well.
- L. Unique Management, our collection agency our automated phone messaging service, has a new service. They can compile a list for us on who has moved into the community for us to send information to them or they can send the information for us.
- M. We are doing very well on our social media. More and more people are seeing our posts on facebook and instagram. Ms. Melnyk is also starting a service spotlight with what's happening in the library.

Mr. Prokop motioned to approve the Library Status Report as presented.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

## **COMMITTEE REPORTS:**

### **A. Building and Grounds**

A. With agreeing to propose accepting one of the bids, Mr. Conway reviewed the public posting for the rules regarding the bid, and one of the contractors did not meet the requirements. And as for the other bids they are outside of our price range at this time.

Mr. Conway motioned to reject all bids at this time.

Mr. McManus second.

Discussion began on how the roof leaks are getting worse and we need to do something immediately. Mr. Prokop does not feel we should put another bandage on the roof and possibly have the contractors supply all of the required information. Discussion continued.

Mr. Conway motioned to reject all bids at this time.

Mr. McManus second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Nay
Mr. Prokop	Nay
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	5 Ayes, 2 Nays

Motion Carries.

B. We had some damaged trees at the Center Street empty lot. The damage was done by a gentleman who had some mental illness or crisis. Mr. Conway believes that neither the board nor the director should seek any remedy from the individual who did the carving.

The Lot bids expired today at 7 pm. This is put under Old Business. Item C.

**B. Finance**

We have all of the documents that Fifth Third Bank required for us to change signers on the account.

Our audit that will be conducted by Sikich will be done at the end of September.

**C. Legislative**

The Per Capita Grant increased from \$1.25 to \$1.47 per resident. The Grant will be due January 15, 2022 and we will need to read the 78 page book, which has what we need to do to abide by Illinois standards for libraries. Ms. Melnyk will be sending out information to the board as she receives it.

**D. Public Relations**

Along with the programs Ms. Melnyk has partnered with Starbucks, she is also working with Cecilia for more future events.

Ms. Mazza, who works at Elmwood Park High School, spoke with Ms. Melnyk about having 2 of her students with a teacher volunteer twice a week to help do things at the library. The students are between the ages of 18 to 22. This would help them gain job skills. Mr. Conway inquired if he can reach out to the seniors and Leyden District Schools in the area to do the same thing.

### **E. Strategic Planning**

Ms. Melnyk presented that we need to make our library more accessible this was pointed out in the book that has to be read. Mr. Conway spoke on this matter with Ms. Melnyk and brought up how we are deficient in meeting the right amount of space for our community and we are not meeting up with the provisions of its long range and strategic plan. There is a lot we need to update on our Strategic Plan.

Mr. Conway invited Ms. Melnyk and 2 board members to attend the Ad-Hoc Committee Meeting on August 23, 2021 at 6:00 pm. Mr. Prokop and Mr. McManus volunteered to be a part of the Ad-Hoc Committee.

### **OLD BUSINESS:**

#### **A. Salaries**

Mr. Conway motioned to table this for next month.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

#### **B. Fill Library Director Position**

Mr. Conway motioned to set a date to interview all who apply for the position and hiring process at our next meeting at 6:30 pm.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

#### **C. Lot Bids**

We have received no bids at this time.

Mr. Conway motioned to re-bid the lot at 8637 W. Grand Ave. River Grove, IL.

Ms. Angelico second.

Discussion occurred on possibly hiring a real estate broker. Mr. Prokop suggested that we ask our lawyer to determine if we can put it on an MLS and if we can, under what conditions that would occur?

This was tabled for next month and Mr. Prokop will call the lawyer.

Mr. Conway rescinds his motion.

This was tabled this for next month.

**NEW BUSINESS:**

**A. 8502 & 8500 Center Street**

Discussion occurred on selling these lots. Ms. Anastos brought up on holding off the sale of these properties until we see what happens at the Ad-Hoc Committee Meetings. Mr. Conway noted that years ago the residents in that area did not want the library there and the residents of River Grove do not like the fact that those lots are just sitting there and not being taxed. That's why he feels we need to explore the selling of these lots. The only roadblock is that the 8500 W. Center Street lot does have a lease until May 31, 2022. When we discuss what to do with all these properties next month, Mr. Conway thinks that it will open up some money for our library development fund and build some trust with our residents so that when we go back and propose a long term plan to our residents it will be approved.

**PUBLIC COMMENTS**

We do have 2 guests that attended the meeting, Alexander Hamilton and Sarah Conway, Mr. Conway's wife. Our guests had not comment.

**EXECUTIVE SESSION:**

**ADJOURNMENT:**

Mr. Prokop motioned to adjourn out of regular session at 8:38 pm.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kimberly A. Asbury  
Board Secretary

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