

**River Grove Public Library District  
General Board Meeting Minutes  
APRIL 13, 2022**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:01 p.m.

Roll:

Mr. McManus	Present
Ms. Angelico	Present
Mr. Prokop	Present
Ms. Carvajal	Absent
Ms. Asbury	Absent
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	5 Present, 2 Absent
Also Present:	Yuli Melnyk, Director Toula Anastos, Administrative Assistant

**GUESTS:**

**APPROVAL OF MINUTES:**

A. Ms. Mazza motioned to approve the General Board Meeting Minutes for March 9, 2022 as presented

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. There was no correspondence this month.

**TREASURER’S REPORT:**

The February totals are correctly written; however, the accounting line items may be wrong due to the fact that Paychex has yet to contact us and explain their process. Paychex amounts that are not clear are all put under Salaries.

Mr. Prokop motioned to accept the February 2022 Treasurer’s Report as presented.

Ms. Angelico second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent

Ms. Asbury Absent  
 Ms. Mazza Aye  
 Mr. Conway Aye  
 Record Shows: 5 Ayes, 2 Absent, 0 Nays  
 Motion Carries.

Mr. Conway read the March 2022 Treasurer's Report and informed the board on what was deposited, the disbursements, and the balance of each of our accounts.

Mr. Prokop motioned to accept the March 2022 Treasurer's Report as presented.

Mr. McManus second.

Roll:

Mr. McManus Aye  
 Ms. Angelico Aye  
 Mr. Prokop Aye  
 Ms. Carvajal Absent  
 Ms. Asbury Absent  
 Ms. Mazza Aye  
 Mr. Conway Aye  
 Record Shows: 5 Ayes, 2 Absent, 0 Nays  
 Motion Carries.

#### **BILLS FOR APPROVAL:**

Mr. Conway noted that the LIMRICC payment in the amount of \$9690.00 represents the cancelation of the insurance policy.

Mr. Prokop motioned to approve the Bills for Approval as presented on April 13, 2022.

Ms. Angelico second.

Roll:

Mr. McManus Aye  
 Ms. Angelico Aye  
 Mr. Prokop Aye  
 Ms. Carvajal Absent  
 Ms. Asbury Absent  
 Ms. Mazza Aye  
 Mr. Conway Aye  
 Record Shows: 5 Ayes, 2 Absent, 0 Nays  
 Motion Carries.

#### **PRESIDENT'S REPORT:**

Mr. Conway did not have much to report this month. He stated how there was no Ad Hoc Committee Meeting this month and we are waiting to hear from SKA in the next week or two on the results of the study they are conducting.

**LIBRARY STATUS REPORT:**

- a. Our new Picture Service for Passports started this month and we are charging \$10.00 for 2 pictures.
- b. As the library is getting busier, we will be hiring a new staff member.
- c. The STEAM Room is completed.
- d. April is National Stress Awareness Month. We will be offering different events to promote stress awareness. STEAM stands for Science, Technology, Engineering, Art, and Math.
- e. We are now having a Puzzle Exchange Program.

Ms. Angelico motioned to approve the Library Status Report as presented.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:****A. Ad Hock Committee**

No Report.

**BUILDING AND GROUNDS:**

- a. Mr. McManus noted that we are still waiting for the lights in the parking lot to be repaired. Mr. McManus inquired if we should get an outside electrician to repair the lights. Ms. Melnyk recommended that we should hire an outside electrician since we have given Volodymyr enough time to repair them and thinks it would be easier and the job will get done faster.

**OLD BUSINESS:****A. Resolution to approve sending tenants a non-renewal of lease notice.**

Discussion occurred on the pros and cons of not renewing the lease at 8500 W. Center Street.

Ms. Mazza motioned to approve sending the tenants a non-renewal of lease notice.

Mr. McManus second.

Record Shows: 4 Ayes and 1 Nay

Motion Carries.

**B. Resolution to approve renting a dumpster for the purpose of clearing out the basement.**

It is suggested to send the Mr. Don Hanson, with the Friends of the Library, another notice that we will be clearing out the basement and if he would like any of the books that he donated to come

and take them. Ms. Melnyk made the board aware that she has already sent a letter and has spoken to Mr. Hanson and he is fine with Ms. Melnyk giving the books to Discover Books.

Ms. Mazza motioned to approve to rent a dumpster to clear out the basement.

Mr. Prokop second.

Roll:

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Absent
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	5 Ayes, 2 Absent, 0 Nays
Motion Carries.	

**NEW BUSINESS:**

**A. Resolution to approve hiring a company for the purpose of cleaning the library carpets.**

Ms. Melnyk suggested that we approve Stanley Steamer to clean the library’s carpets. They are a well-known and reputable company with a reasonable price.

Mr. Prokop motioned to approve Stanley Steamer to clean the library’s carpets in the amount of \$904.00.

Ms. Angelico second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Absent
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	5 Ayes, 2 Absent, 0 Nays
Motion Carries.	

**B. Resolution to approve the purchase of new library furniture (tech room desks and chairs).**

This was tabled for next month.

**C. Resolution to approve a pay increase for staff for the new fiscal year.**

This was tabled for next month.

**D. Resolution to approve moving from Paychex to Paycom for our payroll and timekeeping services.**

Discussion on the pros and cons of moving the payroll services from Paychex to Paycom occurred. Mr. McManus motioned to move our payroll and timekeeping services from Paychex to Paycom. Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Aye
Mr. Prokop	Aye
Ms. Carvajal	Absent
Ms. Asbury	Absent
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	5 Ayes, 2 Absent, 0 Nays

Motion Carries.

**E. Resolution to approve hiring a financial advisor to help modernize and streamline our payroll and accounts processes.**

Tabled for next month.

**PUBLIC COMMENTS**

There were no public comments.

**EXECUTIVE SESSION**

a.

**ADJOURNMENT:**

Mr. Prokop motioned to adjourn out of regular session at 6:49 pm.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kristine Mazza  
Acting Board Secretary

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