

**The River Grove Public Library District
General Board Meeting Minutes
JULY 14, 2021**

CALL TO ORDER:

President Conway called the meeting to order at 7:01 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:

Donald Hanson, Treasurer of the Friends of the Library of River Grove
Jorge Perez, our Prior Director, on Zoom
Kristine, on Zoom

OPEN HEARING:

The Open Hearing for the general public to comment on the 2021-2022 Tentative Budget began at 7:02pm. During the open hearing our guest, Kristine, asked a question while on Zoom. The question was not related to the open hearing and Mr. Conway told her that we will hold that question for Public Comments. The recorder was paused to wait for any public comment on the Tentative Budget to be made. We had no public comments regarding the Tentative Budget and the open hearing ended at 7:17 pm.

APPROVAL OF MINUTES:

A. Mr. Conway motioned to approve the General Board Meeting Minutes for June 9, 2021 as presented.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

B. Mr. Prokop motioned to approve the Executive Session Minutes for Personnel for June 9, 2021 as presented.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

C. Mr. Prokop motioned to approve the Executive Session Minutes for Property for June 9, 2021 as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. A letter from the Office of the Secretary of State was sent informing us that we have been awarded the Illinois Public Library Per Capita Grant in the amount of \$15,084.83 for year 2021.

2. A certified letter came from our attorneys, Klein, Thorpe & Jenkins, notifying us that the Village of River Grove will be filing an application for 2021 Real Estate Tax Exemption at the location of 2946 N. River Road, River Grove, Illinois with the Cook County Board. A copy of the PTAX-300 Application for Non-homestead Property Exemption – County Board of Review Statement Facts was enclosed.

3. An email from Gina Leder, Chief Mayoral Assistant for the Village of River Grove, was sent requesting the use of our parking lot for the River Front Fest that will be held on September 27th through October 3rd.

Discussion began on allowing the Village of River Grove to use our parking lot. Mr. McManus informed the new board that 2 years ago some of someone filed a complaint on us that we did not have handicap parking accessible to the library and suggests that this does not repeat itself. Mr. Prokop also noted how they closed they closed Grand Avenue at Oak Street and suggests that the officers working that day allow our patrons access to the library.

Mr. Prokop motioned to allow the Village the use of our parking lot for the River Front Fest.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

Mr. Conway will reply to Ms. Leder.

TREASURER’S REPORT:

Mr. Prokop motioned to approve the May 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.

Mr. Conway motioned to approve the June 2021 Treasurer's Report as presented.

Ms. Carvajal 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 July 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 our fiscal year ended June 30, 2021 and our notable statistics are going up and it seems that we are recovering from the pandemic. More people are coming in, more books are being checked out and our LinkedIn Learning is being used.

B. The IPLAR Report is being worked on and we need 2 volunteers to audit the secretary's notes for any discrepancies. Ms. Mazza and Ms. Carvajal volunteered.

C. We have the Welcome Bags going out to the new apartments.

D. We are looking into more insurance quotes.

E. Ms. Melnyk also added to her monthly report a year end review of FY 2021-2022. She pointed out how we processed 496 passport applications this year.

F. We have updated most of our computers to Windows 10 to be compatible with our workflows. Also MyPC they will be installing their program on Friday and staff will be trained.

G. For future issues. They are talking about having never expiring library cards and fine free libraries.

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

We received 4 sealed bids.

1. J & F Chiattello Construction, Inc. - \$160, 951.00

2. Master Project Inc. - \$89,000.00

3. MetalMaster RoofMaster, Inc. - \$159,427.00

4. DCG Roofing Solutions, Inc. had 2 options to choose from. One was for a new Single-Ply Roof System with 1/8" to the foot Tapered Insulation in the amount of \$116, 817.00 and the second one was for a new Single-Ply Roof System with 1/4" to the for Tapered Insulation in the amount of \$126,476.00. There was also an extra charge if we wanted to add skylight domes with new domes.

Mr. Conway motioned to table this for next month to be able to review the bids.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

B. Finance

No Report.

C. Legislative

No Report.

D. Public Relations

We are joining Triton's Back Pack Event until August 1st through the 9th. Mr. McManus inquired if we were going to join the National Night Out Event. Mr. Conway believes that we will, but we are waiting for more information.

E. Strategic Planning

Our strategic plan expires in 2023. We will have to re-visit strategic planning in 2022.

OLD BUSINESS:

A.

NEW BUSINESS:

A. Adopt 2021 - 2022 Budget & Appropriation Ordinance

Mr. Prokop motioned to adopt the 2021-2022 Budget and Appropriation Ordinance, as amended for a grand total of \$1,376,612.88 as presented.

Mr. Conway 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.

B. Maintenance & Support Fund Tax

Mr. Prokop motioned to levy an additional tax of .02% for fiscal year 2021-2022 for the purpose of maintaining and establishing the library.

Mr. McManus 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.

C. Changing of Signers on Bank Accounts

Mr. Conway motioned to have the President-Robert Conway, Vice-President-Kris Mazza, Treasurer-Nanci Carvajal, and Administrative Assistant-Toula Anastos as signers on our bank accounts.

Mr. McManus 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.

D. Bonding of Treasurer

Mr. Conway motioned to table the Bonding of Treasurer for August.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries.

E. Salaries

Ms. Melnyk explained the charts she had created showing the salary ranges that apply to the State level, County level and the projections if we were to start at the 2025 minimum pay rate of \$15.00 per hour.

Mr. Conway motioned to table Salaries.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

Ms. Mazza suggested having a Committee Meeting to discuss Ms. Melnyk's presentation of Salaries. The board decided to assign Mr. Prokop, Ms. Mazza, and Mr. Conway; along with Ms. Melnyk to be a part of this Committee Meeting.

Ms. Mazza motioned to have a Committee Meeting to discuss salaries.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

The Committee Meeting for Salaries will be held on July 29th at 1:00 pm.

Mr. McManus suggested that a Committee Meeting for the roof bids be held as well. The board decided to assign Ms. Mazza, Mr. McManus and Mr. Conway to be part of this Committee Meeting.

Mr. McManus motioned to have a Committee Meeting to discuss the roof bids.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

The Committee Meeting for Roof Bids will be held on July 29th at 2:00 pm.

PUBLIC COMMENTS

Mr. Hanson, Treasurer of the Friends of the Library of River Grove, is asking for support from someone on the board to interact in an organized way to get our Friends group started again.

Mr. Conway thanked Mr. Hanson for his comments and requested that Mr. Hanson email him or a board member to set something up.

More discussion continued and Mr. Prokop volunteered to communicate with Mr. Hanson regarding the Friends of the Library of River Grove.

EXECUTIVE SESSION:

ADJOURNMENT:

Mr. Conway motioned to adjourn out of regular session at 8:21 pm.

Mr. McManus second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kimberly A. Asbury
Board Secretary
