**River Grove Public Library District**

**General Board Meeting Minutes**

**MARCH 8, 2023**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:35 pm.

Roll:

Mr. Mc Manus 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 February 8, 2023 as presented.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

B. Mr. Mc Manus motioned to approve the November 9, 2022 Executive Session Minutes as presented.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

1. The Village forwarded a complaint letter to Mr. Conway for the property that was purchased for a new library location.

**TREASURER’S REPORT:**

Ms. Mazza read the February 2023 Treasurer’s Report and informed the board on what was deposited, the disbursements, and the balance of each of our accounts. It was also pointed out that the BMO Harris Bank account was closed and the funds were transferred into the Library Development Fund.

Ms. Angelico motioned to approve the February 2023 Treasurer’s Report as presented.

Mr. Mc Manus second.

Roll:

Mr. Mc Manus 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.

**BILLS FOR APPROVAL:**

The board approved to remove the check made payable to the Cook County Treasurer, check# 19063, in the amount of $3,581.78 because the Title Company of the house located at 8500 Center Street are responsible to pay that tax bill.

Mr. Prokop motioned to approve the Bills for Approval as presented on March 8, 2023 with the removal of check# 19063 in the amount of $3,581.78.

Ms. Angelico second.

Roll:

Mr. Mc Manus 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 reported that we received a space needs assessment report from the architects, Engberg Anderson. A copy of the report was given to all board members to review. We might see drawings as soon as next week.

The Ad Hoc Committee will be meeting on March 13, 2023. We are looking to dissolve the Ad Hoc Committee.

**LIBRARY STATUS REPORT:**

A. Ms. Harvey reported that she met with the architect, HVAC engineer, and roofer did a walk through at the property located at 8301 Grand Ave. The architect is working on drawings for the building. She will also be meeting with the real estate appraiser.

B. The Yard Sale will be on Saturday, May 13th.

C. We underwent the FOIA and OMA training.

D. We hired a new circulations clerk, Denise and is being trained.

E. Two staff members will be attending the ILA Conference in Rosemont in May.

F. The Sikich Auditors were conducting our annual audit today.

G. Ms. Harvey is continuing to work on the construction grant.

H. Tiffany Skelnik, our new YA Associate has several upcoming programs, and Rhiannon has reinstituted the monthly newsletter.

I. The wrong agenda was given to the board members, and Ms. Harvey noted that there was an item to be discussed under Building and Grounds on the corrected agenda that was posted.

Ms. Angelico motioned to approve the Library Status Report.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:**

**A.**

**BUILDING AND GROUNDS:**

**A. Building Access/key Discussion**

Mr. Mc Manus opened the discussion by addressing that in the past board member received keys to the library building and since he is in charge of buildings and grounds for the library. He requested keys to the new building that was recently purchased. And, the reason he would like the keys is to be able to inspect the property and the inventory in the building to be able to report any issues to the board.

The board began discussing the reasons why or why not the board. Mr. Mc Manus noted that he was denied keys by Ms. Harvey. Ms. Harvey asked our attorney regarding this matter and was told that board members should not have keys to the property. Ms. Harvey also noted to the board that if they would like to have keys, they as a board should vote on a policy allowing them to do so.

Mr. Conway motioned that board member should not be issued keys to library buildings.

Ms. Mazza second.

Mr. McManus motioned to table this vote to see if there is any policy written about the issuance of keys. Mr. Conway decided to move on and no roll was taken on the vote.

**OLD BUSINESS:**

**A. Strategic Planning Discussion**

Ms. Harvey provided the board with the

**NEW BUSINESS:**

**A. Naming Rights Policy – First Reading**

This policy is for the library having the right to name something of the library for any special donors to the library.

**B. Statement of Economic Interest (SEI) due April 30th**

The Statement of Economic Interest is due April 30th. Mr. Prokop recommended the board call the Clerk’s office to file the Economic Interest.

**C. OMA Training & Harassment Prevention Training**

Ms. Harvey provided the link and directions for the board to complete the OMA & Harassment Prevention Training. There is no due date for these, however, it does need to be done every year.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**A. The Board of Library Trustees will meet in Executive Session under the exception of the Open Meetings Act ILCS Chapter 5, Act 120/2 (c) Exceptions: “The setting of a price for sale or lease of property owned by the public body.”**

Mr. Conway motioned to adjourn from our regular session to go to Executive Session to discuss property at 7:18 pm.

Mr. Mr. Prokop second.

Roll:

Mr. Mc Manus 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.

We have reconvened back into our regular session at 7:18 pm.

**ADJOURNMENT:**

Ms. Mazza motioned to adjourn at 7:45 pm.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

Respectfully submitted,

Kimberly Asbury

Board Secretary