

**River Grove Public Library District  
General Board Meeting Minutes  
APRIL 12, 2023**

**CALL TO ORDER:**

President Conway called the meeting to order at 6:30 pm.

Roll:

Mr. Mc Manus	Absent
Ms. Angelico	Present
Mr. Prokop	Present
Ms. Carvajal	Present
Ms. Asbury	Absent
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	5 Present, 2 Absent
Also Present:	Kendall Harvey, Director Toula Anastos, Administrative Assistant

**GUESTS:**

On Zoom, Mr. Denis Walsh, our attorney with Klein, Thorpe & Jenkins

Mr. Walsh was asked to join our meeting to help us determine our funding source for the renovation that we are starting and we are thinking that we may have to go for a referendum next spring to raise these funds needed.

Mr. Walsh gave an overview of a few options: go thru a Bonding process, take out a mortgage, have a front-end referendum to get a special tax approved. He mentioned to avoid the referendum process, the board could adopt a General Obligation Debt Consolidation Act Ordinance.

After his overview of the options Mr. Walsh departed.

**APPROVAL OF MINUTES:**

A. Ms. Angelico motioned to approve the General Board Meeting Minutes for March 8, 2023 as amended.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

Mr. Conway motioned to amend the order of the day to add the March 8, 2023 Executive Session Minutes to the agenda. This will be line Item: 3D.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

B. The approval of the March 22, 2023 Special Meeting Minutes was tabled.

C. Ms. Carvajal motioned to approve the Special Meeting Minutes for April 5, 2023.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

D. Ms. Angelico motioned to approve the March 8, 2023 Executive Session as presented.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

**CORRESPONDENCE:**

a. Village of River Grove – requests for parking lot use May 29 – June 7 for River Front Fest (Action)

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

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

It also was the consensus of the board to close the library on Friday, June 2<sup>nd</sup>, and Saturday, June 3<sup>rd</sup>.

**TREASURER’S REPORT:**

Ms. Carvajal read the March 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.

Mr. Prokop was concerned that we may have too much money in one bank and FDIC will not cover it all. It is suggested that we look into other banks and one’s with a better APR.

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

Mr. Mc Manus second.

Roll:

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

**BILLS FOR APPROVAL:**

Ms. Carvajal motioned to approve the Bills for Approval as presented on April 12, 2023.

Ms. Mazza second.

Roll:

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

**PRESIDENT'S REPORT:**

Mr. Conway reported that we received a new offer for the sale of the property located at 8631 W. Grand Ave. We will engage with our attorney and begin the bid process.

Discussion occurred on the sale of the library property located at 8638 W. Grand Ave. and that the Village of River Grove does have interest in this property, but nothing official has happened.

**DIRECTOR'S REPORT:**

A. Two of our staff member, Denise and Kate, will help with the arrangement and pricing of the items at our yard sale that will be held on May 13, 2023. Our yard sale will include items from Ada's Deli as well.

B. Sylvia, our Technical Services Associate, resigned.

C. Ms. Harvey and Rhiannon held their annual staff performance evaluations.

D. Tiffany is weeding thru the YA materials and adding new materials to our collection.

E. Sikich submitted all required audit materials.

F. Ms. Harvey attended a budgeting workshop at Prospect Heights Public Library District.

G. Ms. Harvey and Tiffany attended River Grove School promoting events and upcoming outreach opportunities.

Ms. Harvey noted that she did send the board a strategic planning form to fill out for anyone interested.

Mr. Prokop motioned to approve the Library Status Report.

Ms. Angelico second.

Record Shows: All Ayes

Motion Carries.

**COMMITTEE REPORTS:****A. First Meeting and Discussion of the Decennial Committee as required by the Decennial Committee on Local Government Efficiency Act****i. Identify Committee Members**

The committee needs to meet three times and this meeting acts as our first meeting and it needs to include all of the board of Trustees, the Director, and two River Grove residents. Dayna and Tiffany, who are residents of River Grove, will participate on the committee.

Mr. Prokop motioned to form a committee that is required by the Decennial Committee on Local Government Efficiency Act.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

Mr. Prokop motioned to identify the members on the committee as proposed above.

Ms. Carvajal second.

Record Shows: All ayes

ii.. **Set deadlines for two additional meetings**

Mr. Conway motioned to have two additional meetings by September 30, 2024.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

iii. **Designate committee member to compile information**

Ms. Harvey volunteered to be the designated member to compile the information for the committee.

**BUILDING AND GROUNDS:**

A.

**OLD BUSINESS:**

**A. Financial Advisor Proposals (ACTION)**

**i. Meristem Advisors Proposal – Jamie Rachlin**

**ii. PMA Financial Network Proposal – Andrew Kim**

Mr. Conway motioned to table this until we hear from our attorney.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries.

**B. Naming Rights Policy – Second Reading (ACTION)**

This decision was tabled.

**NEW BUSINESS:**

**A. Disposal of Surplus Property**

Ms. Harvey asks for direction on how to dispose of the items in Ada's Deli. Mr. Conway believes that this is a job for a disposal company and we may be able to sell a few items at the yard sale.

**B. Public Library Construction Grant Application Review (ACTION)**

Ms. Mazza motioned to approve the Public Library Construction Grant Application be sent as presented.

Ms. Angelico second.

Record Shows: All Ayes

Motion carries.

**C. Historical Collection Policy – First Reading**

Laura Wasowicz would like us to develop a historical collection of items that her mom, Delores Wasowicz, had that would pertain to the library. Laura would fund the cost of the development.

**D. Personnel Policy Updates – First Reading**

Ms. Harvey updated certain policies and gave these updates for the board to review.

Ms. Harvey discussed the changes with the board on the following policies:

**i. Employee Benefits & Leave of Policy updates – First Reading**

**ii. Employment & Compensation Policy updates – First Reading**

**iii. Dress Guidelines Policy – First Reading**

**iv. Grievance Policy – First Reading**

**v. Volunteer Policy – First Reading**

**E. Statement of Economic Interest (SEI) due April 30<sup>th</sup>**

Just a reminder to the board that the SEI is due April 30, 2023

**F. June Board Meeting Date (ACTION)**

Ms. Harvey will not be able to attend the June meeting. She asked the board if they would like to change the date. It was the consensus of the board not to change the June Board Meeting Date.

**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."**

**ADJOURNMENT:**

Ms. Mazza motioned to adjourn at 8:02 pm.

Mr. Prokop second.

Record Shows: All Ayes

Motion Carries.

Respectfully submitted,

Kris Mazza  
Acting Board Secretary

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Treasurer's Report

\*\*\*\*\* APRIL 2023\*\*\*\*\*

Checking Account 400533440 FIFTH THIRD Bank

3/31/2023

28,191.31

Fines	0.00
Donations	0.00
Faxes	0.00
Book Sales	0.00
Computer / Copier Use	0.00
Lost & Damaged	0.00
Replace Library Cards	0.00
Passport Fees	13,055.00
Transferred from #0401051208	50,000.00
Transferred from #0401051208	41,395.11

0.00

TOTAL DEPOSITS

104,450.11

132,641.42

LINE ITEM	DISBURSMENTS
Salaries	28,601.27
Janitorial	868.14
Books	117.87
Periodicals	269.92
Audio Visual	0.00
Maint. Of Bldg.	0.00
Purchase of Equipment	0.00
Refuse Removal	107.83
Telephone	952.72
Utilities	2,155.62
Insurance	10,490.46
Library Equipment Maint.	292.45
Professional Fees	11,550.90
Association Dues	280.00
Contingency	162.99
Library Supplies	-838.62
Postage	628.99
Programs	335.29
Library Development	5,025.03
Shipping	0.00
Automation	5,847.06
IMRF	3,377.47

TOTAL DISBURSEMENTS

70,225.39

BALANCE ON HAND

4/30/2023

62,416.03

\*\*\*\*\*APRIL 2023\*\*\*\*\*

**BANK DISBURSEMENTS**

<b>5/3 Bank# 0401051208</b>		<b>3/31/2023</b>	<b>214,481.70</b>
<b>GENERAL FUND</b>			
Transferred to 040533440	41,395.11		
Transferred to 040533440	50,000.00		
Stripe Transfers/Paypal/DONATIONS	0.00		
Per Capita Grant	0.00		
Personal Property Replacement Tax	0.00		
Taxes Posted	114,446.61		
Interest Posted	2.28		
<b>TOTAL GENERAL FUND</b>		<b>4/30/2023</b>	<b>237,535.48</b>

<b>5/3 Bank# 0401040184</b>		<b>3/31/2023</b>	<b>346,818.15</b>
<b>LIBRARY DEVELOPMENT FUND</b>			

Interest Posted	2.85		
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<b>TOTAL LIBRARY DEVELOPMENT FUND</b>		<b>4/30/2023</b>	<b>346,821.00</b>
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**BYLINE #5801368**

		<b>12/31/2023</b>	<b>68,779.53</b>
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Interest Posted	17.94		
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<b>TOTAL BYLINE BANK ACCOUNT</b>		<b>3/31/2023</b>	<b>68,797.47</b>
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\*\*\*\*\*APRIL 2023\*\*\*\*\*



TOTAL CASH ON HAND FOR:

\*\*\*\*\*APRIL 2023\*\*\*\*\*

62,416.03  
653,153.95  
0.00

TOTAL 715,569.98



**ACCOUNT DISBURSEMENTS**

**GENERAL FUND**

5/3 BANK (1208)	198,753.10
HARRIS BANK	0.00

**TOTAL GENERAL FUND 198,753.10**

**LIBRARY DEVELOPMENT FUND**

5/3 BANK-Gen. Fund	0.00
5/3 BANK	287,861.91
CHASE SAVINGS (IN 5/3 BANK 1208 A)	0.00
HARRIS BANK	0.00

**TOTAL LIBRARY DEVELOPMENT FUND 287,861.91**

**WORKING CASH FUND**

CHASE SAVINGS (IN 5/3 BANK 1208 A)	15,728.60
HUNTINGTON (IN 5/3 BANK 0184 ACC	58,956.24
BYLINE	68,797.47

**TOTAL WORKING CASH FUND 143,482.31**

GENERAL FUND	198,753.10
LIBRARY DEVELOPMENT FUND	287,861.91
WORKING CASH FUND	143,482.31

**TOTAL OF FUNDS 630,097.32**

**ALL ACCOUNTS**

FUNDS	630,097.32
CHECKING	62,416.03

**TOTAL ALL ACCOUNTS 692,513.35**

Nanci Carvajal, Board Treasurer