

**The River Grove Public Library District
General Board Meeting Minutes
OCTOBER 13, 2021**

CALL TO ORDER:

President Conway called the meeting to order at 7:05 p.m.

Roll:

Mr. McManus	Present
Ms. Angelico	Absent
Mr. Prokop	Present
Ms. Carvajal	Present
Ms. Asbury	Present
Ms. Mazza	Present
Mr. Conway	Present
Record Shows:	6 Present, 1 Absent
Also Present:	Yuli Melnyk, Director
	Toula Anastos, Administrative Assistant

GUESTS:

APPROVAL OF MINUTES:

A. Ms. Asbury motioned to approve the General Board Meeting Minutes for August 11, 2021 as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

B. Mr. Conway motioned to approve the General Board Meeting Minutes for September 8, 2021 as presented.

Ms. Asbury second.

Record Shows: All Ayes

Motion Carries.

C. Mr. Conway motioned to approve the Executive Session Minutes title “Hiring for the Director Position” of September 8, 2021 as presented.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

D. Mr. Conway motioned to approve the Executive Session Minutes titled “Employee Salaries” of September 8, 2021 as presented.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. All Around Amusement, Inc. sent us a check in the amount of \$1,000.00 for the use of our parking lot for the River Front Fest. According to a contract that was signed by the Village with All Around Amusement, they made an error and made the check payable to the Friends of the Library. Mr. Conway will ask the Friends of the Library to endorse the check over to the River Grove Library.
2. We received a check from Arcadia Publishing, Inc. in the amount of \$84.25. This check belongs to the Friends of River Grove History. Mr. Prokop will deliver the check the Friends of River Grove History.
3. We received a letter from Leyden Township thanking us for distributing the Leyden Township Recreation Department Fall 2021 Program.
4. We received a letter from the Municipal Backflow reminding us that our backflow assembly is due to be tested by December 1, 2021.
5. Mr. Toula Anastos presented a letter to the board regarding her concerns about the Progressive Action Form she received and the official job description of her position.

TREASURER'S REPORT:

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

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 0 Nays

Motion Carries.

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

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 0 Nays

Motion Carries.

BILLS FOR APPROVAL:

The Bills for Approval presented to the Board was dated September 9, 2021 to September 30, 2021 in the amount of \$11,679.84. Ms. Anastos inquired on how the payments due in October are to be approved and handled. Mr. Prokop asked Mr. Conway if he would object to having Ms. Anastos distributed a revised copy of the Bills for Approval that was dated September 8, 2021 to October 13, 2021. Mr. Conway had no objection.

Mr. Conway motioned to reject the Bills for Approval dated September 9, 2021 to September 30, 2021.

Mr. Prokop second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 0 Nays
Motion Carries.	

Mr. Conway motioned to approve the Bills for Approval dated September 8, 2021 to October 13, 2021 as amended.

Mr. Prokop second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 0 Nays
Motion Carries.	

LIBRARY STATUS REPORT

A. Ms. Melnyk reported that we had leaks again in the tech-room. She contacted the roofer and he will be out to make any repairs if needed. We also have mold in the tech-room and Ms. Melnyk received 2 mold remediation proposals. The first one was from Smart Mold in the amount of \$1,800.00 and the second one was from Wing Three in the amount of \$2,883.00. We will first fix the leaks and then take care of the mold.

There were 4 quotes to repair the front door hinges.

1. Anderson Lock - \$1,626.00
2. United Door & Dock - \$2,172.00
3. Advance Glass Service - \$1,255.00

4. Goldy Locks Inc. - \$1,452.60

Ms. Melnyk was recommended by Paul Mills to contact Ethos Workshop Architects and Tria Architecture to help figure out long term projects, and to prioritize and complete our tasks. She received 2 proposals:

Proposal 1)Tria Architecture- \$9,750.00

Proposal 2)Ethos Workshop- \$11,500.00

B. On the issue of suspending the \$3.00 replacement fee, Ms. Melnyk read our current policy on replacement fee. Mr. Prokop suggested that we have a written copy of the new policy Ms. Melnyk wants to implement before they vote on it. Ms. Melnyk doesn't want to change the policy she wants to remove it completely from our policy. This will be discussed again next month.

C. We have a new staff member, Sylvia Pongener, who is our cataloger. Josline, our volunteer has been a major help to us. She has been helping us re-label the polish books. Ms. Mazza and her volunteers have been a big help with compiling the craft bags, re-labeling of books and finding books that are out of order, making sure all the pieces to the puzzles are there.

D. For the library improvement plan, Ms. Melnyk and Abby began clearing out the basement. She recycled many items and packed up many boxes with books. Discover books took many of the boxes of books. Ms. Melnyk noted that there were many books that were not ours. Mr. Prokop noted that we should contact Don Hanson, who donated those books to the Friends of the Library, to see if he wants them back. Ms. Melnyk wants to do a proper cleaning and de-cluttering and called for quotes to have old and broken items removed and quotes for dumpsters. The quotes for removing the items are as follows: MMG Homes will remove marked items from the basement for \$650.00 per truck and Got Junk will remove them for \$699.00 per truck.

Once the basement is cleaned, Ms. Melnyk would like to re-organize the tech-room. She would like to get all miscellaneous items out and put up proper shelves. She would also like to get new desks and chairs for staff. But, we have to take care of the leaks in there first.

E. There are 3 libraries and 1 school library that is interested in taking our shelving units that are in the mobile mini.

F. For the Digitization of the River Grove Messenger, Ms. Melnyk considered getting a company to do it for us since she has not heard back from Urbana. However, they were asking for \$88K and would not be practical for our budget. She will be looking for volunteers to do this task.

G. Ms. Melnyk suggested that the By-Laws be updated. This will help her position and the board members with settling into their roles and have some perspective as to what is expected of them.

H. Our upcoming events include Rhodes Career Fair-10/ 28, Trunk or Treat-10/ 30, and Leyden Career Fair-11/ 3.

I. Ms. Melnyk included in the board packet a guide to updating the By-Laws.

J. The board reviewed the Standards Handbook 4.0 chapters 4-6 for the requirements of the Per Capita Grant.

COMMITTEE REPORTS:

A. None

OLD BUSINESS:

A. Resolution to suspend \$3 replacement fee for library cards

Mr. Conway motioned to table this for next month.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

B. Resolution to hire Kathy Parker for the purpose of training the trustees and new library director in the sum of \$5,000

Mr. McManus motioned to hire Kathy Parker for the purpose of training the trustees and new library director not to exceed \$5000.

Ms. Mazza second.

Roll:

Mr. McManus Aye

Ms. Angelico Absent

Mr. Prokop Nay

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 5 Ayes, 1 Nay, 1 Absent

Motion Carries.

C. Selectment of the Ad Hoc Committee members

Mr. Conway decided that the Ad Hoc Committee will have 3 trustees and Ms. Melnyk. The 3 trustees will be Mr. Conway, Ms. Mazza, and Ms. Asbury.

D. Resolution to review and approve revised levy documents as first represented of September 8, 2021.

Mr. Conway motioned to adopt the 2021-2022 Levy Ordinance, for a grand total of \$883,789.00 as revised.

Ms. Carvajal second.

Roll:

Mr. McManus Aye

Ms. Angelico Absent

Mr. Prokop Aye

Ms. Carvajal Aye

Ms. Asbury Aye

Ms. Mazza Aye

Mr. Conway Aye

Record Shows: 6 Ayes, 0 Nays

NEW BUSINESS:

A. Assignment of Board members to be responsible for public relations and a designated FOIA Officer.

After discussion on who will be the next FOIA Officer and Public Relations, the board accepted Ms. Asbury as the new FOIA Officer. The board accepted Ms. Mazza to handle the Public Relations.

B. Discussion of the condition of the parking lot and snow plowing plans for the winter season.

We received New Look's Landscaping contract for this winter season. However, Mr. Conway would like to see 2 other contracts and would like to ask the Village if they can plow our lot before we make any decisions.

C. Resolution to giveaway shelving units in the mobile mini to another library.

Mr. Conway motioned to giveaway the shelving units that are in the mobile mini to another library.

Ms. Carvajal second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Nay
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	5 Ayes, 1 Nay, 1 Absent

Motion Carries.

D. Resolution to go into Executive Session for the purpose of discussing the sale of property and the bidding process.

This is tabled.

PUBLIC COMMENTS

Mr. Conway addresses Ms. Anastos regarding her letter. Ms. Anastos that in her 16 years here, she has never had a problem to help the board, but was upset that she was written up for someone else's responsibility.

Katrina, who is on Zoom, asked "Regarding the properties owned by the library, what are the details on the process for bidding or sale of those properties?" Mr. Conway replied by letting Katrina know that at this meeting we are going into Executive Session to discuss these properties and the process we need to take to put them up for sale. Once a decision is made, we will be posting the information to the public. Mr. Conway also told Katrina, she can FOIA the information that she would like to see.

EXECUTIVE SESSION:

A. Vacant Lot 8502 Center Ave River Grove, IL 60171 {5 IL CS 120/2(c)(6)}

Mr. Conway motioned to adjourn out of regular session and go into Executive Session at 8:45 pm.

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 0 Nays

Motion Carries.

We have reconvened into regular session at 9:03 pm.

Mr. Conway reconfirms the vote taken in Executive Session.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Nay
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	5 Ayes, 1 Nay, 1 Absent

Motion Carries.

B. House 8500 Center Ave River Grove, IL 60171 {5 IL CS 120/2(c)(1)}

Mr. Conway motioned to adjourn out of regular session and go into Executive Session at 9:05 pm.

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 0 Nays

Motion Carries.

We have reconvened into regular session at 9:09 pm.

The Board members tabled this.

C. Vacant Lot 8631 W Grand Ave River Grove, IL 60171 {5 IL CS 120/2(c)(6)}

Mr. Conway motioned to adjourn out of regular session and go into Executive Session at 9:10 pm.

Ms. Mazza second.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 0 Nays
Motion Carries.	

We have reconvened into regular session at 9:15 pm.

Mr. Conway reconfirms the vote taken in Executive Session.

Roll:

Mr. McManus	Aye
Ms. Angelico	Absent
Mr. Prokop	Aye
Ms. Carvajal	Aye
Ms. Asbury	Aye
Ms. Mazza	Aye
Mr. Conway	Aye
Record Shows:	6 Ayes, 1 Absent
Motion Carries.	

ADJOURNMENT:

Mr. Prokop motioned to adjourn out of regular session at 9:15 pm.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kimberly A. Asbury
Board Secretary
