

**The River Grove Public Library District
General Board Meeting Minutes
NOVEMBER 10, 2021**

CALL TO ORDER:

President Conway called the meeting to order at 7:09 p.m.

Roll:

Mr. McManus	Absent
Ms. Angelico	Present
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:

Bret Mitchell with Ethos Workshop Architects

Unknown Patron

Matt McManus, being that Mr. McManus was on Zoom, he is considered absent as a board member for voting matters.

Mr. Bret Mitchell gave his presentation on library improvement plans. Mr. Conway reported that it may take 2 years before we get a new building, and that we still have to keep this building operating and safe and prioritize the projects that will need to be done first. Mr. Mitchell is working with Shorewood Troy Public Library helping them with a condition assessment plan and is willing to do the same for us. Mr. Conway informed Mr. Mitchell that Ms. Melnyk will be sending the board’s email addresses and would appreciate information on the Shorewood project and we will discuss it at our Ad Hoc Meeting and here. Mr. Mitchell left at 7:15 pm.

APPROVAL OF MINUTES:

A. Mr. Prokop motioned to approve the General Board Meeting Minutes for October 13, 2021 as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

B. Mr. Conway motioned to approve the Executive Session Minutes for October 13, 2021 regarding the vacant lot located at 8502 Center Ave. as presented. All of our Executive Session Minutes approved tonight will remain confidential from the public until the board reviews and approves their release.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

C. Mr. Prokop motioned to approve the Executive Session Minutes for October 13, 2021 regarding the property located at 8500 Center Ave. as presented.

Mr. Conway second.

Record Shows: All Ayes

Motion Carries.

D. Mr. Conway motioned to approve the Executive Session Minutes for October 13, 2021 regarding the vacant lot located at 8631 W. Grand Ave. as presented.

Ms. Carvajal second.

Record Shows: All Ayes

Motion Carries.

CORRESPONDENCE:

1. A check from the Village of River Grove was received in the amount of \$11,232.50 for the Personal Property Replacement Tax.
2. A thank you letter addressed to Ms. Melnyk from Ryan Cox, Library Director at the Berkeley Public Library. Mr. Cox expressed his sincere thanks for the shelving that was given.
3. The Chamber by O’Hare sent their 2022 membership renewal form.
4. The Municipal Backflow noted that our backflow system passed inspection.

TREASURER’S REPORT:

Ms. Carvajal reported the Treasurer’s Report presented.

Mr. Conway motioned to approve the October 2021 Treasurer’s Report as presented.

Ms. Angelico second.

Roll:

Mr. McManus	Absent
Ms. Angelico	Aye
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:

Amazon and Mobile Mini were added to the Bills of Approval. These checks were made out today.

Mr. Conway motioned to reject the Bills for Approval dated October 14, 2021 to November 10, 2021.

Ms. Angelico second.

Roll:

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

PRESIDENT'S REPORT:

A. President Conway's Report

Mr. Conway began noting that there was not much happening this month. We are back-logged on the sale of the properties but we will be addressing this in the next month or two. Most of our shelving is gone and we will be getting rid of the container within the next couple of months. Mr. Conway has been working very closely with Ms. Melnyk and Ms. Parker on weekly phone meetings on the day to day operations and invited any board member who would like to be updated on the meetings to email him.

Other items will be discussed at the Ad Hoc Report. Mr. Conway noted how it is good to develop good relations with our governmental partners around us including the Village. Mr. Conway spoke with the Village to help with the snow plowing of our parking lot. The Village accepted to do our lot but will not be able to shovel and salt the pathway to the front and the back of the library. Ms. Anastos spoke with Roza and they are willing to shovel and salt the pathway and back of the library. Mr. Conway said that we will be purchasing a snow blower for them to do the job.

LIBRARY STATUS REPORT:

A. Director's Report-Basement cleanup project, digitization, vaccine clinic, shelving units, and new tech room plan

Ms. Melnyk reported that we are still working on getting the leaks in the tech-room fixed.

Ms. Melnyk is in the process of updating our Employee Book.

We are now considered to be fully staffed.

We are in the process of our digitization project. We have had many kids volunteer from Leyden and Ms. Mazza is continuing to bring in students from Elmwood Park High School. We have about 3 years digitized so far.

A lot of things have been taken out of the basement, the books are still being packed up to be removed and the tall shelving units have been put back on the RAILS website for other libraries who may be interested in them. As for the Tech-room, Ms. Melnyk has been looking for new

chairs and desks to be purchased, but will wait to purchase them until the mold issue has been solved.

B. Libguides Proposal – Purchas Shpringshare’s Libguides to replace our current website in the amount of \$1,599 annually

Ms. Melnyk proposed we purchase Libguides to replace our current website from the company Springshare. Libguides is more users friendly and easy to learn so we would not need a web designer to monitor it. We would have the option of making a mobile version of this so that it is more compatible. We would be able to edit the context more. We also would be able to upload our digitization project on this new website quickly and efficiently. The subscription would cost the library \$1,599 per year and Ms. Melnyk suggested to help pay for the cost, that we cancel Ancestry, which costs the library now \$1,435.28 per year.

Mr. Conway requested that Ms. Melnyk put a written proposal and present it next month with a comparison and the amounts and security information. He noted that our current website has no firewall, which may be some of the issue of the returned emails and fishing we have gotten. He also suggested that if we accept this proposal to add a passport tab with all the information.

C. Standards Handbook 4.0 Chapters 7-9

Ms. Melnyk reviewed the Standards Handbook 4.0, Chapters 7-9 with the board regarding collection development, reader’s advisory, and research sharing.

COMMITTEE REPORTS:

A. AD HOC Committee Report

The Ad Hoc Committee met with the Village of River Grove on October 25th. The context of the meeting was on the Village needing a recreation center and a new library. It was suggested that we renew our needs assessment and the Village will be doing the same. Once we get the needs assessments completed then we can further discuss and plan on what each entity needs to do. Mr. Prokop inquired on who would be doing the needs assessment. Mr. Conway informed the board that Ms. Melnyk has reached out to 2-3 companies and 2 have responded back to her.

BUILDING AND GROUNDS:

A. Property Updates

The caulking to the air-conditioner has been done and we are seeing if it is going to help with the leaks. We had issues with the furnace making noise and Bob, our HVAC technician, will work on fixing that.

B. Door Arm Repair

Ms. Melnyk wants the board to decide on repairing the front door of the library. This was tabled last month. There were a couple of reasons why this was tabled; one of the reasons was the board didn’t have a copy of the proposals at the meeting to make a decision and the second one was as Mr. McManus pointed out that 2 of the proposals needed to be updated to include the roton hinges. Mr. Conway tabled this for next month to get the updated proposals.

OLD BUSINESS:

A. Resolution to approve the dismissal of the \$3 replacement fee for library cards policy

Mr. Prokop motioned to approve the dismissal of the \$3 replacement fee for library cards from the policy.

Ms. Angelico second.

Roll:

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

B. Snow Plowing Service

As discussed above, the Village will plow our snow in the parking lot and Roza will take care of shoveling the path to the front door and in the back. We will be purchasing a snow blower.

C. Discussion of Health Insurance Options for 2022

Ms. Melnyk noted that we currently have LIMRICC as our health provider carrier. Ms Melnyk received quotes from United Health Care and Blue Cross/ Blue Shield and recommended we go with Blue Cross and Blue Shield. The employee will decide which plan is best for them. The rates that were presented will begin January 1st, 2022.

Mr. Conway motioned we accept Blue Cross/ Blue Shield as our health care insurance provider as of January 1st, 2022.

Ms. Mazza second.

Roll:

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

NEW BUSINESS:

A. Needs Assessment

The needs assessment needs to reflect on how much space the library would need to service our residents, our workspace, and meeting space. There is a mathematical formula that the American Library Association uses to provide these figures. We would also need to factor in a 10% growth in the population total. This was tabled until we get proposals.

B. Hiring a Facilities Manager Discussion

Mr. Conway suggested that we create a new part-time position here at the library. This would give us hands-on maintenance support.

C. Admin/Business Manager Job Description Discussion

Mr. Conway suggested that a job description is in place for Ms. Anastos' position. He also recommended that the position is changed to serve under the director and not the board.

D. End of Year Review

This was tabled for next month.

PUBLIC COMMENTS

ADJOURNMENT:

Mr. Conway motioned to adjourn out of regular session at 8:19 pm.

Ms. Mazza second.

Record Shows: All Ayes

Motion Carries

Respectfully submitted,

Kimberly A. Asbury
Board Secretary
