

Atlanta Public Library District: October 2023 Meeting Minutes

The Atlanta Public Library District met October 12, 2023, at the Library.

Decennial Committee Meeting

CALL TO ORDER/ROLL CALL

- President Connie Wertheim called the meeting to order at 6:00 p.m.
- The roll call was taken with the following Trustees present: Connie Wertheim, Heather Chapman, Karin McDowell, Savannah Langley, Chris Colaw, Jason Dean, Holly Sanford - absent
- Also present were Christina Vannoy, Administrative Director
- Guests present were: Dawn Begolka

PUBLIC COMMENTS

None.

NEW BUSINESS

- Review of assigned packets:
 - Part 1: General Provisions - Trustee Chapman
 - Part 2: Territory District Mergers: Disconnection of districts or merging of districts. This is already how the APLD is formed, including Atlanta, Atlanta Township, Eminence, as examples. When we fill out the form, we will include the list.
 - Part 3: Dissolution of District - Trustee Colaw. Instructions on how, including voting and approval by the circuit court. Vacancies, how trustees can be removed from the board. Duties of the president. Meetings need 4/7 trustees present to make any decisions. Audits and reports and where they need to be sent. When we complete our report, we will include how we're compliant. Trustee Colaw will provide the list of audits to Trustee Chapman and Director Vannoy
 - Part 4: Taxation: Christina?
 - Part 5: Building: Projects above \$25k must be bid out.
 - Part 6: Public Library - Trustee Dean. How to set up a district, which are things we've done, nearly 30 years ago.
 - Part 7: FOIA - Trustee Langley. Designate one or more officials to be information officers. Have to fulfill the request, immediately disclose the date they received the written request and fulfillment date. Must maintain paper or electronic copies of the request. Within 6 months of taking a position like Trustee, need to take FOIA training. Employees must post a total compensation package for each employee on their website, if participating in the Illinois Municipal Retirement Fund. Whistleblowers cannot be penalized.

- Ethics: Dawn Begolka - Ethics training annually. When someone is employed they must take the ethics training within 30 days of employment. Timesheets during normal work hours. Also includes whistleblowing section.
- Township: Holly Sanford -
- Next steps and date of next meeting
 - Trustee Chapman, Trustee Wertheim, Director Vannoy will meet to complete the report, and will reach out for information they don't know
 - Next meeting date: Feb. 8 at 6 p.m.

ADJOURNMENT

At 6:21 p.m., Trustee Langley made a motion to close the meeting; Trustee McDowell seconded. The meeting adjourned.

Respectfully submitted,

Karin McDowell
Secretary

Regular Meeting

CALL TO ORDER/ROLL CALL

- President Connie Wertheim called the meeting to order at 6:22 p.m.
- The roll call was taken with the following Trustees present: Connie Wertheim, Heather Chapman, Karin McDowell, Savannah Langley, Chris Colaw, Jason Dean, Holly Sanford - absent
- Also present were Christina Vannoy, Administrative Director

PUBLIC COMMENTS

None

APPROVAL OF THE SEPTEMBER 14, 2023 REGULAR MEETING MINUTES APPROVAL OF THE SEPTEMBER 30, 2023 FINANCIAL REPORTS

Teleologic was missing the first o; Secretary McDowell adjusted the September minutes to reflect the correction.

Trustee Chapman motioned to accept the September 14 meeting minutes; Trustee Dean seconded. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

Financial Report:

Secretary McDowell asked about the \$1,200 spent on arts/crafts supplies.

Secretary McDowell motioned to approve September 31, 2023 Financial Report; Trustee Colaw seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

DIRECTORS' REPORTS

Director Vannoy:

- Jenni is working on assessing the 279 lost or missing items, which is not a fully accurate number, as some items have since been returned.
- New 4H leaders updated the contract and donated \$200
- Christina is looking at a new grant to increase accessibility; due in December

Director Nordman:

- President Wertheim is excited about Larry Brandt donating his Atlanta artifacts.
- Sheila (Cotton) Farrell was a library director and did an oral history with Director Nordman
- Roughly 30 kids have attended each night of the 13 nights of Halloween so far.

Vice President Sanford motioned to approve August 31, 2023 Directors' Reports; Treasurer Chapman seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

COMMITTEE REPORTS

- Policy & Planning: Nothing to present to the board.
 - Employee Handbook: Has a working draft
 - Trello
 - Fine Free Policy: Has a working draft; Christina will work with RSA to get timeframes and data
 - Incident Report: Has a working draft
- Facilities: Met on September 20
 - Chimney: Tentative for November
 - Cistern repair and removal: Need to talk with the city to see if any ramifications if capped
 - Union Hall threshold: Top priority. Trustee Dean has called a few folks, but they're booked out.
 - Faucet leak: Has someone who'll swing by and look at it; hasn't. Charter Brothers is recommended by Trustee Sanford.
 - Trustee Langley's brother can fix things and she'll reach out to him.
 - Brick: Washing, tuckpointing needs to be evaluated
 - Furnaces in Union Hall: Figure out how to consolidate furnaces from 5-7 to fewer. Consider a commercial unit

- Downey Building: Remove awning
- Keypads: Yale wifi controlled unit, control through app. Can have different codes for employees, vendors, etc. Can buy at Lowe's - goes on the deadbolt.
- Cameras: Ubiquiti - between residential and commercial. No zoom, but keeps longer log. One of Trustee Dean's colleagues has a side business; he's willing to come out and take a look. \$200 for controller with harddrive, \$100/camera; no subscription fee. If you want audio, need premium models, \$180/camera. Recommends 8 cameras. \$1k for hardware, \$1,200 for wiring. President Wertheim will talk with Missy about including or excluding the Palm's front door.
- Trustee Sanford motioned to have Jonathan Fields; Treasurer Chapman seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.
- **Budget & Finance:**
 - Capital Account: Treasurer Chapman emailed the lawyer, but hasn't received a response. Director Vannoy will follow up with the lawyer.
- **Programs & Services:**
 - Trustee Langley reported they reviewed the Halloween plans, vaguely went over Christmas, which is still in development.
 - We got supplies from the city for the Halloween decoration. The city will take care of Christmas decorations.
 - All of the extension cords belong to the Christmas Decorating Committee.
- **Insurance:**
 - Insurance filed a claim against our insurance for Amy's fall.
- **Technology:**
 - Committee is working to find a date/time to meet
 - Looking to establish a set date/time that can be canceled in the future if needed.
- **Compliance:**
 - Trustee Colaw spoke with Director Vannoy about when the last compliance audit was done; Director Vannoy will look through past minutes for when it was done.
- **Personnel:**
 - Time clock: Trustee Chapman is piloting the time clock with the staff. Jenni was out of town so hasn't used it yet. Is able to be adjusted; it sends an admin a note.
 - Review employee positions/descriptions: To be completed still
 - Approval of PTO policy: Committee needs to be approved, then brought to the board

Trustee Chapman motioned to accept committee reports; Treasurer Sandord seconded. Roll call was as follows: Holly Sanford, yes; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

OLD BUSINESS

- **Museum Advisory Committee:** Susan, Amy, Georgia, Larry, Connie are interested in filling the committee.

- **Review of Illinois Library Standards:**
 - Infrastructure: Maintain inventory of all facility systems, consider eco-friendly improvements
 - Safety: Library floor plan, emergency medical supplies (including NARCAN and AED), at least two people here at all times
 - Collection Management: spend a minimum of 8-12 percent of operating budget on materials for patrons, high priority on collection development
 - Resource sharing: Aware of services offered by regional library systems and Illinois State Library; participate in boards/committees/groups
- **Email Communication:** Authentication has been resolved; is free for nonprofit. Put an automatic reply, pointing to the new Office 365 email.
- **Standards of Collaboration:**
 - Assume Good Intent - helps with tone on email/text
 - There are no stupid questions - don't feel like you have to assume, feel free to ask
 - After three back-and-forth emails, pick up the phone -
 - If I'm not replying to email, I'm not ghosting - call or text with a nudge, kindly
 - Be transparent in decision making
 - Be thoughtful in your feedback
 - Determine the right vehicle for communication

NEW BUSINESS

- **Approval of Tax Levy Ordinance 23.03:** Trustee Chapman motioned to approve the Tax Levy Ordinance 23.03; Trustee Colaw seconded. Roll call was as follows: Holly Sanford, no; Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savannah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

ROUND TABLE DISCUSSION

- Chris: When putting up Halloween decorations, Mike Johnson stopped by to mention we could put bolts in the pillars so we can always hang banners (estimated cost of \$20).
- Jason: None
- Heather: Will reach out to committee members to talk about items
- Holly: None
- Savannah: None
- Connie: Julianna and Connie went through the lock box at the bank, and found a CD for \$1,000, matured in 2021. Holder said in September of 2020. We did not receive anything. They are looking into any records. Letter sent in August 2020, check in September of 2020. Connie has a list of what remains in the box. Connie bought a sign saying "Watch your step."
- Karin: None

ADJOURNMENT

At 7:42 p.m., Vice President Sanford made a motion to close the meeting; Trustee Chapman seconded.

Respectfully submitted,

Karin McDowell
Secretary