

Atlanta Public Library District: August 2023 Meeting Minutes

The Atlanta Public Library District met August 17, 2023, at the Library.

CALL TO ORDER/ROLL CALL

- President Connie Wertheim called the meeting to order at 6:30 p.m.
- The roll call was taken with the following Trustees present: Connie Wertheim, Heather Chapman, Karin McDowell; Absent: Holly Sanford
- Also present were Christina Vannoy, Administrative Director, and Julianna Nordman, Program Director/Museum Director
- Guests present were Savannah Langley, Chris Colaw, Jason Dean, Larry Brandt, Amy Wertheim, Jake Force, Scott McCoy

PUBLIC COMMENTS

Larry: Interested in the Old Business topic of video cameras for Union Hall

Jake called Hart Technology for a quote and they came in \$3K under another he had.

SWEARING IN OF REPLACEMENTS FOR VACANT SEATS OATH OF OFFICE

Chris Colaw, Savannah Langley, and Jason Dean were sworn in to two-year replacement terms

ASSIGNMENT OF BOARD MEMBERS TO COMMITTEES

Under Article 4 in the By-Laws, it states the President presides over meetings and shall be the only spokesperson for the Board in all advisory or disciplinary action directed to staff. Talk with Connie before talking with people in the community about the library and/or staff. Heather reinforced that it is important we speak with one voice, representing all of us.

Under Article 7 in the By-Laws, the President with approval of the board of trustees, will appoint Trustees to committees of the board. Connie believes the committees will best suit the board at this time.

Committees need to have minutes and it is recommended they have a schedule (ideally some committees should meet between board meetings to keep topics moving forward). If someone has a Committee to suggest, it needs to be brought to the board and the By-Laws amended.

Julianna noted if a Committee has four members, Christina needs to post the meeting. Connie, as president, will be on all committees.

Committees bring action to the board, the board will vote, and from there the Directors enact the direction.

Treasurer Chapman motioned to accept the assignment of the Trustees to the committees. Trustee Colaw 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.

APPROVAL OF THE JULY 13, 2023 REGULAR MEETING MINUTES APPROVAL OF THE JULY 31, 2023 FINANCIAL REPORTS

Director Nordman noted in Round Table that Lucille's last name is misspelled in the July 2023 minutes. Secretary McDowell corrected.

Trustee Colaw motioned to approve July 2023 meeting minutes; Treasurer Chapman 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:

Trustee Chapman explained the financial report and why the total fund balance was larger than expected, due to larger capital projects that are currently in motion, including the roof repair, the chimney repair, the window glazing, as examples. The construction debt of \$161,575.48 is a goal the board has to pay off as quickly as possible but will need to be refinanced in the next year.

Secretary McDowell motioned to approve July 31, 2023 Financial Report; 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.

DIRECTORS' REPORTS

Director Vannoy:

- The check for \$1,000 was sent to Midwest Tape and should get us through the full year
- 11 children signed up for the 1,000 books before kindergarten; no completions yet
- Remaining funds from the FY22 Per Capita Grant will be used to relaunch the newsletter electronically
- Director Vannoy is working on a "Thinking Money for Kids" grant from the ALA. If awarded, the library would need to hold five in-person children's programs for ages 3-12 between September 2024-December 2025. The grant would provide materials for the programs and marketing, including Playaway Launchpad tablets the library would keep after the grant ends.
- Job application for the library assistant went live Wednesday p.m.; 6 applicants in first 24 hours

Director Nordman:

- Summer Reading: Wrapped July 29
- Fall Festival:
 - Tie-dying shirts for cost
 - We are providing balloon animals from 4-7 p.m. on September 9 at \$40/hour
- Halloween:
 - 13 Days of Halloween is planned and will be adjusted to accommodate Indigenous Peoples' Day
- While we did 20 less programs in FY23, we are down 100 attendees
- 50th Anniversary Celebration
- Donations:
 - \$100 donation by check; a thank you note is going out
 - Larry will start donating his collection to the Museum; Julianna and Larry will start that process after Fall Festival
- Grant:
 - About American Holocaust
 - Would be able to accept both, if awarded
 - Award includes \$3,000 to do programs, one of which would be directed to high school or college students
 - Includes a trip to DC for the project director

Secretary McDowell motioned to approve July 31, 2023 Directors' Reports; President Wertheim 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.

OLD BUSINESS

- **Library Chimney:**
 - Jake Force attended the meeting to explain details of his bid from Force Masonry Construction out of Pekin, IL. Jake is proposing we remove the corbeled stone to have matching stones replicated via Peoria Brick, which will be a one- to two-week lead time. There is a possibility the interior of the chimney could have additional issues; if that's the case, the company would stop and consult with the board about next steps.
 - Preventative maintenance: One Restore by EcoChem - put into weed sprayer and spray on stone, let sit, then rinse off. Recommends sealing every 10 years after cleaning off masonry. Additional tuck pointing needs to be considered, but not many places need that.
 - If Force Masonry Construction were to do preventative maintenance, we could ask the company to come back out to provide a quote.
 - The board will consult with Eli Godfrey about potentially completing the preventative maintenance.
 - Trustee Dean asked if the company would be able to match the materials and Jake confirmed that would be close.

- Treasurer Chapman and President Wertheim will check the bank safe for blueprints to see if any information on them would be helpful for potential fix
 - Jake proposes using Type N mortar instead of Type S, as it may be too strong for the delicate stone used
 - Jake recommends waiting until spring when temperatures are in the 70s
- Otto Baum:
 - President Wertheim is concerned about the scope of what Otto Baum proposed
 - Trustee Dean shared some perspective about skills with masonry, especially on older buildings
 - Trustee Langley asked if we needed to have the chimney, given the scale of the cost
 - A change order would not be part of the original bid, and would not need to be re-bid

Treasurer Champan motioned to accept the bid for restoration from Force Masonry Construction; 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.

- **Awning:**
 - President Wertheim reported the awning is being made, will be put up the end of August and will be up by Fall Festival
 - Larry remembers awnings came off in the late fall and put back up in early spring to prolong the life
 - President Wertheim will put the second awning on the agenda for the next meeting
- **Video Cameras in Union Hall:**
 - Director Nordman talked with Barcom Security and gave a quote of \$8,000 for cameras; the door lock/keypad was approximately \$10,000. Director Nordman will email the bids to the board.
 - Trustee Dean asked why cameras are necessary. The museum pieces are open to the public.
 - The cost is for the equipment plus one year of service and will connect to the fire alarm.
 - Trustee Langley has ADT for her business and will pass along information to Connie.
 - Larry shared the prior system was wired to the Sheriff's office but volunteers were setting it off regularly.

NEW BUSINESS

- **Review of Budget & Appropriation Ordinance 23.02**

- First read of the Budget & Appropriation Ordinance; Director Vannoy sent the notice to the Olympia Review
- Next meeting will start at 6:15 p.m. for public hearing and approval
- **Museum Dedication**
 - Saturday, September 9 at 11 a.m. at Union Hall
 - Dedication to Lucille Pech, one of the founders of the Museum on July 4, 1973
 - WAND-TV will be in attendance
 - President Wertheim mailed invitations
 - Speakers, the Mayor will issue a proclamation
 - Dennis Smith, a friend of Lucille
 - President Wertheim will speak
 - Director Nordman will wrap up
 - Dedication of the brick wall with plaques, articles
- **Fall Festival Booth**
 - Tie-dye shirts
- **Fall Festival Float**
 - Sunday - Lucille Pech Memorial Float - line up at 1 p.m.
 - Red/white/blue
 - Lincoln, Route 66
 - Joe, Lucille's husband, things he built will be on the float (including miniatures of buildings)
 - Grandson is providing the wagon
 - Thursday to build - President Wertheim will email the Trustees on the time
- **Recent Library Donations**
 - Director Vannoy would like to use Susan Hoblit's donation on children-friendly furniture
 - \$360 on flexible seating
 - \$116 on toy storage
 - \$150 for a rocking chair to creating a reading nook

Secretary McDowell motioned approval of plan for Susan Hoblit's donation to Director Vannoy; President Wertheim seconded. Roll call was as follows: Connie Wertheim, yes; Heather Chapman, yes; Chris Colaw, yes; Savanah Langley, yes; Jason Dean, yes; Karin McDowell, yes. Motion carried.

- **Personnel/Employees**
 - Director Nordman is asking the board to consider hiring a separate Program Coordinator and provided her rationale and a sample job description
 - Director Nordman will contact Keith to get the double door locks fixed.

CLOSED EXECUTIVE SESSION: PERSONNEL/EMPLOYEES [5 ILCS 120/2 (c)(1)]

Treasurer Chapman motioned to move to closed executive session, regarding personnel/employees [5 ILCS 120/2 (c)(1)]; Trustee Langley 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.

Amy Wertheim requested to address the board: Amy finds Director Nordman is a good curator, not a good director. Needs direction and focus. If an Advisory Board happens, only one Trustee can be appointed to the Advisory Board, but other Trustees can attend.

1. Advisory Committee formed - will be on next board meeting
2. Program Coordinator
3. Compliance Committee - can we change the job without posting it

Treasurer Chapman motioned to exit closed session at 8:45 p.m., Trustee Colaw 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.

President Wertheim motioned to open the regular session at 8:47 p.m.; Secretary McDowell 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.

ROUND TABLE DISCUSSION

- Connie: Willing to accommodate request when a Program Coordinator is hired and the Advisory Board, which will be on the next Board agenda.
- Chris: Chris reached out to a contact in McLean County for a form for a mileage report. Christina is filling out a reimbursement form.
- Savannah: no
- Jason: No
- Heather: Goals for next 6-12 months - extend Library hours, closed only on Mondays. Will bring a proposal on how it will impact the budget for employment, but already factored into FY24 budget. Some committees should consider standing meetings outside the board meetings. Paid Leave for All enacted by board on August 1, Heather making sure to have systems in place. Chris would like to coordinate with the city, making access available to Julianna and Savannah, so open for tours.
- Connie: August 5 had rain we had a leak and ruined the ceiling tile - Christina can now work with Keith to replace the ceiling in the basement (already have the tile). Next meeting, the new Trustees will be assigned Decennial Committee work. Move furniture before September 9 to move military uniforms.
- Karin: Sprints, Standards of Collaboration, Trustees volunteer 2 hours/month

ADJOURNMENT

A 9:00 p.m., Secretary McDowell made a motion to close the meeting; Trustee Colaw 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.

Respectfully submitted,

Karin McDowell
Secretary