

Atlanta Public Library District: September 2023 Meeting Minutes

The Atlanta Public Library District met September 14, 2023, at the Library.

CALL TO ORDER/ROLL CALL

- President Connie Wertheim called the meeting to order at 6:15 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
- Also present were Christina Vannoy, Administrative Director
- Guests present were: Amy Wertheim

PUBLIC COMMENTS

Amy Wertheim: In 2018 when the building was gifted with an option to revert ownership back to Telelogic; ownership has reverted to Teleologic

Amy presented a flow-chart for how government boards work.

BUDGET & APPROPRIATION HEARING (ORDINANCE 23.02)

Director Vannoy created the ordinance from the budget presented to the board in the August board meeting.

RECORDING OF ALL MEETINGS

Vice President Sanford requested all meetings recorded. If we approve, a separate recording device would be purchased. Treasurer Chapman moved to purchase a device so all meetings are recorded, Trustee Langley 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.

APPROVAL OF THE AUGUST 6, 2023 SPECIAL MEETING MINUTES

APPROVAL OF THE AUGUST 17, 2023 SPECIAL MEETING MINUTES

APPROVAL OF THE AUGUST 31, 2023 FINANCIAL REPORTS

Vice President Sanford requested a start time stamp be included in the August 17, 2023 special meeting minutes. Secretary McDowell will adjust the minutes.

Trustee Colaw motioned to approve August 6, 2023 special meeting minutes and August 17, 2023 special meeting minutes; 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.

Financial Report:

Treasurer Chapman paid the loan with extra to a total of \$20,000 in August.

Vice President Sanford motioned to approve August 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:

- Total of 313 items borrowed during August; 7 new library cards created, including one non-resident card
- Completed the money for kids grant
- IPLAR report has been completed and submitted ahead of deadline
- Will start interviewing for the circulation assistant, will reach out to candidates Monday, September 18

Director Nordman:

- Director Nordman submitted her report electronically to the board
- Trustee Langley will call a meeting for the Program Committee

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

OLD BUSINESS

- **Library Chimney:** Director Vannoy sent the signed contract to Force Masonry with a deposit of \$7,000, we still owe \$16,000. We are scheduled, weather permitting, for the first week of November to start on the chimney. The company will provide proof of insurance.
- **Awning:** The awning was hung the morning of September 14, 2023.
- **Video Cameras in Union Hall:** President Wertheim asked Trustee Langley to take the lead on video cameras; Trustee Langley needs the square footage of the buildings. Director Vannoy will deliver the square footage to Trustee Langley. Both doors on the collection room have new keys and deadbolts.
- **Keys & Key Box for Union Hall:** Treasurer Chapman is handing off the issue to the Facilities Committee. Trustee Colaw received keys from Director Vannoy.
- **Decennial Committee Update:** Treasurer Chapman shared the background of the Decennial Committee. Before the next meeting on October 12, which will be at 6 p.m., each Trustee will provide an overview of their section and how the Library fills. One

committee community member, Sandy Bellrose, stepped down due to personal reasons. Assignments were made to new Trustees.

- **Economic Interest Statements:** Trustees need to provide their Economic Interest Statements.
- **Finalization of Paid Leave Policy:** Treasurer Chapman is handing this topic to the Personnel Committee.
- **Update on Office 365 and email address change-over:** Staff computer, work laptops have Office 365. With the licenses, new email addresses will be created by Director Vannoy and shared with Trustees.

NEW BUSINESS

- **Approval of Budget & Appropriation Ordinance 23.02:** Treasurer Chapman shared the ordinance, derived from the budget. Vice President Sanford motioned to approve; 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.
- **Preview of Tax Levy Ordinance 23.03:** Director Vannoy reminded the board this is just a review, the vote will occur at the October 12, 2023 board meeting. Treasurer Chapman and Director Vannoy considered the current financial report and the FY24 budget and the gap was around 4.8%. They made some adjustments to 3% to account for new staff, potential infrastructure needs, inflation and the increase in the minimum wage, in addition to the existing loan. Trustee Dean asked who approves the levy; President Wertheim said it is the County. Trustee Langley asked about money already set aside for big projects; Treasurer Chapman considered cash on hand when evaluating. Trustee Colaw asked if the board has a balance of money left at the end of the year, what happens; President Wertheim says it is not earmarked and will roll-over. Vice President Sanford said the board could evaluate the balance at the June 2024 meeting and consider an extra payment toward the loan. Trustee Dean asked when we will be out of debt; Director Vannoy said the new balance of the loan is just under \$144,000.
- **Illinois Libraries Present Contract:** Director Vannoy emailed the executive committee of the board about this prior to new Trustees joining in August 2023. Northbrook Library offered inclusion to all RAILS libraries for virtual author sessions. Cost was based on circulation and would cost us \$75 and marketing materials will be provided. Vice President Sanford asked how it will be distributed; Director Vannoy said it is via Zoom. Treasurer Chapman motioned to approve the contract for \$75 for virtual programming; Vice President Sanford 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.
- **Museum Advisory Committee:** President Wertheim shared that she reached out to Georgia Green, Larry Brandt, Amy Wertheim, to be on the committee. President Wertheim is on the committee, and is waiting back to hear from Susan Hoblit. The Committee will meet, provide Director Nordman guidance on how to set up the museum.

- **Smithsonian Exhibit (Museums Advancing Racial Justice):** President Wertheim would like to move this to the Museum Advisory Committee. Vice President Sanford asked if it would cost any money; Director Vannoy believed it would be a grant.
- **Meeting Minute Audit Update:** Treasurer Chapman and Vice President Sandord reviewed minutes and found two typos. Treasurer Chapman found past notes, action items, policies, decisions, and will type up and share with the committees for follow-up. Trustee Langley asked how committees will know how to follow up; Treasurer Chapman provided an example.
- **Review of Illinois Public Library Standards:** Director Vannoy shared it is required each year in order to apply for the Per Capita grant. Cannot be used on maintenance but needs to serve patrons.
 - Chapter 1:
 - Core 13: Long-term strategic plan
 - Core 1: Gracious and friendly
 - Chapter 2:
 - Library has a qualified library administrator
 - Library maintains an understanding of the community by surveys
 - Library has a mission statement and a long-range/strategic plan
 - Chapter 3:
 - Board-approved personnel policy
 - Library has staffing levels that are sufficient to carry out the library's mission
 - Chapter 4:
 - Space is allocated for child and family use with furniture and equipment designed for use by children
 - Library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
- **Capital Account, Earmarking:** Treasurer Chapman is proposing opening another account, "Capital Projects Fund," where we put funds for capital expenditures. Type of account could be another savings or money market mutual (limits six withdrawals per month), which is what the city has for their capital fund. The money market account will earn interest. Treasurer Chapman proposes moving between \$40,000-\$60,000, based on funds earmarked for capital projects. Vice President Sanford asked how much we have left for projects this fiscal year. Amy advises our attorney to determine what documentation and accounts can be used for. If we do this, the board would need to have a town-wide meeting and a hearing ahead. Secretary McDowell motioned for Treasurer Chapman to talk with the lawyer to explore accounts and to draft documents; Vice President Sanford 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.
- **Library & Museum Hours:** Treasurer Chapman reiterated she would like library hours to be extended - if open 10-7, 6 days a week, closed Monday. That would add 26 more open hours to the week. A new employee at minimum wage, starting in January, would add under \$19,000. Assign to Policy and Planning Committee for consideration. Trustee

Langley asked if she could unlock and stay with a tour if Scott asks; she can, if she notifies the Directors.

- **Time Clock App (Connecteam) & Task App (Trello), Pilot:** Treasurer Chapman shared the Connecteam app for employees to clock in and out. It is free for employees under 10. The app can have geolocation enabled, Trustee Dean encouraged that to be enabled. Trello is a free app to track tasks. The board and staff could use to track action items and projects. Assigned Connecteam to Personnel Committee; Trello is going to Policy and Planning Committee.
- **2-week Sprint Process:** Trello is the tool to accomplish 2-week Sprint cycles; Secretary McDowell will share out the created Trello board for exploration and will train anyone interested
- **Institutional Structure:** Treasurer Chapman expressed concerns about checks and balances between the board President and Director Vannoy. Proposes the Personnel Committee can serve as a method to raise issues to be brought to the Board President.
- **Communication Methods and Streams:** Removed
- **Employee Handbook:** Treasurer Chapman asked for the board to consider what topics would want to be included in the Employee Handbook. The Policy and Planning Committee will review the employee handbook and will bring to the board.
- **Review of All Employee Position Descriptions:** The Personnel Committee will review all job descriptions.
- **Data Collection & Storage:** Treasurer Chapman raised concerns about digital storage; Technology Committee will address.
- **Committee Meetings Schedule:** Each committee chair will reach out to each committee to schedule a meeting.
- **Staff Meetings Schedule:** Director Vannoy will start when we hire another employee.
- **Standards of Collaboration:** Read and bring one you need to work collaboratively on the board and with the staff.
- **Collaboration Between Directors:** Trustee Langley motioned to allow directors to work together when two directors are needed; Vice President 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.
- **Cistern Repair or Removal:** Painters rolled the lift over the cistern and cracked it; Facilities Committee will address.

ROUND TABLE DISCUSSION

- Chris: Read about New Trustee Orientation; asked about it? New Employee Orientation: Christina will cover. Asked about the lift; it works
- Jason: Nothing
- Heather: Background check. Facilities: Ledge at Union Hall needs to be fixed.
- Holly: Nothing
- Savannah: The spigot is dripping and the Facilities Committee will cover. Background check will cost.

- Connie: Dedication went phenomenally, emotional. Over 75 people were there. Amy's fall was turned into the Library's insurance.
- Karin: Nothing

ADJOURNMENT

A 8:11 p.m., Treasurer Chapman made a motion to close the meeting; Trustee Langley seconded.

Respectfully submitted,

Karin McDowell
Secretary