

GREEN HILLS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
October 16, 2017  
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on October 16, 2017.

CALL TO ORDER AND ROLL CALL

Vice President Culen called the meeting to order at 5:40 p.m. Present were S. Culen, T. Hanes, S. Stratakos, A. Mohammad, and P. Parise. R. Kelleher and N. Angelos were absent.

Also present were Jane Jenkins, Library Director; Jo Ann Sheehy, Assistant Director of Administrative Services; and Amanda Farinella, Administrative Assistant.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

(None)

APPROVAL OF MINUTES

T. Hanes moved, and it was seconded, that the Board of Trustees approve the minutes of the Special Meeting of October 3, 2017. Upon a voice vote, all trustees present voted "aye." Motion carried. T. Hanes moved, and it was seconded, that the Board of Trustees approve the minutes of the Regular Meeting of September 18, 2017. Upon a voice vote, all trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

T. Hanes moved, and it was seconded, that the Operating Fund Treasurer's Report for the month ending September 30, 2017 be received and filed for audit, and that Operating Fund Warrant #4 for the month of October 2017 in the amount of \$132,854.13 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

(None)

PUBLIC COMMENT

(None)

DIRECTOR'S REPORT

- Director Jenkins presented her monthly report. A hard copy was given to each Board Trustee.

AMEND AGENDA

S. Stratakos moved, and it was seconded, to amend the agenda to appoint a Secretary Pro-Tem in absence of N. Angelos. S. Stratakos appointed P. Parise as Secretary Pro-Tem. Upon a voice vote, all trustees present voted "aye." Motion carried.

ACTION ITEMS:

- #17-10-37 Approval of Ordinance #1193 2017/2018 Tax Levy. This annual levy is necessary in order to have the county extend taxes that are legally due us. The total levy for all funds is \$2,917,206. Our attorney reviewed the funds and prepared the ordinance. S. Culen moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.
- #17-10-38 Approve "Lump Sum Payout to Illinois Municipal Retirement Fund". We recommend that the Board approve a one-time payment of \$200,000 to reduce our pension liability and keep our rate lower. This distribution has already been accounted for in the 2017-2018 budget. The money will be paid in December. A. Mohammad moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.
- #17-10-39 Approval to Remove media:scape Policy. The current media:scapes have been moved into our Discussion Rooms. We would like to remove the media:scape policy altogether and use the Discussion Room policy for patrons wanting to use these rooms. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.
- #17-10-40 Amend Study/Discussion Room Policy. A few minor changes are being made to the Discussion Room policy to include the space limitations with the addition of the media:scape equipment. P. Parise moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.
- #17-10-41 Amend Library Holidays and Closings Policy. We would like the authority to close at 5pm on four Fridays throughout the year for department meetings. As these dates are determined, they will be brought to the Board for approval in advance. T. Hanes moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.
- #17-10-42 Approve Early Closure of Library. We would like approval to close early at 5pm on Friday, February 9<sup>th</sup> for department meetings. S. Culen moved, and it was seconded. Upon a voice vote, all Trustees voted "aye." Motion carried.
- #17-10-43 Amend Circulation Policies. We would like to turn on a feature in SirsiDynix which would automatically renew eligible materials checked out to patrons. Eligible materials include those that allow renewals, do not have holds, and/or have not exceeded the renewal limit. Patrons must not have fines in excess of \$4.99 in order for the renewal to take place. This requires no action on the patron's end; they will receive an email indicating what materials have been renewed together with the due date. This change will require an amendment in our Circulation Policies. Patrons will still have the option to manually renew eligible materials at the Circulation Desk, over the phone, through our online catalog, or at any self-checkout station at the Library. S. Culen moved, and it was seconded. Upon a voice vote, all Trustees voted "aye." Motion carried.

#17-10-44 Review and Approve the Following Employee Policies as Reviewed by Klein, Thorpe, and Jenkins: Employee Responsibilities, Performance Evaluation, and Salary Administration. A. Mohammad moved, and it was seconded. Upon a voice vote, all Trustees voted "aye." Motion carried.

#17-10-45 Review and Approve the Following General Policies as Reviewed by Klein, Thorpe, and Jenkins: Wi-Fi Hotspot Lending Policy, Roku Lending Policy, Book Club in a Bag Policy, and Book Box Lending Policy. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#17-10-46 Approval of Board Meeting Dates for 2018. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

Director Jenkins presented a card to Azmi from the Trustees and Management Team congratulating him on his forthcoming marriage.

ADJOURNMENT

There being no further business before the Board, Vice President Culen adjourned the Regular Meeting at 6:05 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Amanda Farinella, Recording Secretary