

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

August 21, 2017

Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on August 21, 2017.

CALL TO ORDER AND ROLL CALL

President Kelleher called the meeting to order at 5:03 p.m. Present were R. Kelleher, T. Hanes, N. Angelos, S. Stratakos, A. Mohammad, and P. Parise.

S. Culen was absent.

Also present were Jane Jenkins, Library Director; Sara Kennedy, Deputy Director; Jason Young; IT/Facilities Manager; and Amanda Rubino, Administrative Assistant.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

- President Kelleher welcomed Romney Cirillo from Something Fishy. Romney gave a presentation for an upgraded aquarium.
- President Kelleher welcomed Carl Giometti from Studio GC. Carl gave a presentation of the bid documents.

APPROVAL OF MINUTES

T. Hanes moved, and it was seconded, that the Board of Trustees approve the minutes of the Regular Meeting of July 17, 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 July 31, 2017 be received and filed for audit, and that Operating Fund Warrant #2 for the month of August 2017 in the amount of \$176,231.76 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

- President Kelleher congratulated Teri on being promoted to Circulation Supervisor. He also enjoyed reading her first monthly report.

PUBLIC COMMENT

- Mr. Chris Drnaso commented on the proposed project and library programming.

DIRECTOR'S REPORT

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

AMEND AGENDA

T. Hanes moved, and it was seconded, to amend the agenda to separate Action Item 17-08-23 into two different Action Items. Upon a voice vote, all Trustees voted "aye."
Motion carried.

ACTION ITEMS:

#17-08-23a Award Contract for the Reorganization and Improvement Project to Frontier Construction at a cost of \$631,000.00 to include a total of \$50,000.00 in contingency allowance monies. Any unused allowance money will be credited back to the Library at the conclusion of the project. T. Hanes moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#17-08-23b Approval of Something Fishy's proposal for an upgraded aquarium at a cost of \$24,935.00 as part of the Reorganization and Improvement Project. N. Angelos moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye."
Motion carried.

#17-08-24 Illinois Public Library Annual Report (IPLAR). This report is submitted to the State Library annually as one of the requirements to receive our Per Capita Grant. N. Angelos moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#17-08-25 Approve Ordinance #1191 .02% Building and Maintenance Levy. This Ordinance must be passed to levy funds to assist with costs associated with the maintenance and operation of the building. If no petition is filed within 30 days after publication of the Ordinance, that tax will be levied. Board adoption of this Ordinance is necessary in order for the Library to receive the funds. P. Parise moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#17-08-26 Set Date for Public Hearing for 2017/2018 Budget and Appropriations Ordinance. We are approving the public hearing date of Monday, September 18, 2017 with this action to provide at least 30 days for public review and publishing of notice. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#17-08-27 Food for Overdue Fines. We would like to offer Green Hills Public Library District cardholders the opportunity to reduce or eliminate their overdue fines during the month of November by dropping off unexpired nonperishable food items in good condition. We will waive \$1.00 in overdue fines for each food item donated. All food items will be donated to the Palos Township Food Pantry. T. Hanes moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#17-08-28 Review and Approve the Following General Policies: Solicitation of Signatures, Solicitation of Funds, Solicitation Policy, Identity Protection Act, Patron Confidentiality, Patron Conduct, Animal Policy, No Smoking Policy, Telephone Use/Cell Phone Use, Library Holidays, Library Hours, Donation Policy, Gift Ban Policy. A.

Mohammad moved, and it was seconded. Upon a voice vote, all Trustees voted "aye."
Motion carried.

#17-08-29 Review and Approve the Following Employee Policies: Introduction, Employee Acknowledgement, Background Check Policy, Selection of Staff-General and Promotion or Positional Reassignment. R. Kelleher moved, and it was seconded. Upon a voice vote, all Trustees voted "aye." Motion carried.

#17-08-30 Approval to Close Library for Staff Development Day. We would like approval to close the Library on Friday, December 8th for Staff Development Day. N. Angelos moved, and it was seconded. Upon a voice vote, all Trustees voted "aye."
Motion carried.

AMEND AGENDA

S. Stratakos moved, and it was seconded, to amend the agenda and include one more Action Item. Upon a voice vote, all Trustees voted "aye." Motion carried.

#17-08-31 Approval to Change the Board Meeting Times from 5:00 p.m. to 5:30 p.m. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

R. Kelleher mentioned he saw a long-time patron's comment in the Board Packet and is pleased to hear he's still coming to the Library.

ADJOURNMENT

There being no further business before the Board, President Kelleher adjourned the Regular Meeting at 6:32 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Amanda Rubino, Recording Secretary