

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
February 19, 2018
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on February 19, 2018.

CALL TO ORDER AND ROLL CALL

A quorum being present, Vice President Culen called the meeting to order at 5:31 p.m.

Present were S. Culen, T. Hanes, S. Stratakos, and P. Parise.

R. Kelleher and N. Angelos were absent.

A. Mohammad arrived at 5:37p.m.

Also present were Jane Jenkins, Library Director; Jason Young, IT/Facilities Manager; Jo Ann Sheehy, Business Director; and Amanda Farinella, Administrative Assistant.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

(none)

AMEND AGENDA

S. Stratakos made a motion, and it was seconded, to amend the agenda to begin with the Action Items. Upon a voice vote, all Trustees present voted "aye." Motion carried.

ACTION ITEMS:

#18-02-01 Appoint Secretary Pro-Tem in Absence of N. Angelos. S. Stratakos moved, and it was seconded to appoint P. Parise as Secretary Pro-Tem. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-02 Approve Ordinance #1194 Authorizing Public Library Non-Resident Cards. The fee, based on the General Mathematical Formula for the 2018-2019 fiscal year will be \$222.00. S. Stratakos moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#18-02-03 Approve Ordinance #1195 Abating Taxes Levied For the Year 2017. To pay debt service on the General Obligation Bonds (Alternative Revenue Source), Series 2014 of the Green Hills Public Library District, Cook County, Illinois. Original issue is \$5,500,000. This Levy is abated every April and only collected in the event of a problem with the EAV. The tax for the year 2017 in the Bond Ordinance is abated in its entirety. P. Parise moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#18-02-04 Resolution #1096 to Approve and Adopt an Updated Sexual Harassment Policy to Conform to Illinois Public Act 100-0554. T. Hanes moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-05 Resolution #1097 to Adopt Amended Travel Resolution. We are proposing amendments to the Travel Resolution originally passed in November 2016. The new wording will provide better guidance regarding the maximum allowable reimbursement for travel expenses. S. Culen moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-06 Review and Approve the Following Employee Policies as Reviewed by Klein, Thorpe, and Jenkins: Professional Activities and Staff Development, Memberships, Reimbursements for Expenses, Conferences, Workshops, and Meetings, and Tuition Reimbursement. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-07 Review and Approve the Following General Policies as Reviewed by Klein, Thorpe, and Jenkins: Use of Facilities Policy, Displays and Exhibits, Display of Informational Materials, and Form: Request to House a Display or Exhibit in the Green Hills Public Library (Cooperative Project). P. Parise moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-08 Approve the Strategic Plan for 2018-2020. In conjunction with Sarah Keister Armstrong & Associates, we have worked on a Strategic Plan for the next two years. We will use these goals and objectives to better serve both our patrons and staff. T. Hanes moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-09 Approve Closure of the Library for Staff Development Day. We would like to close on Friday, May 4th so that staff can attend the Reaching Forward conference. This conference is specifically of interest to support staff. S. Culen moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-10 Approve Early Closure of Library on Friday, March 2nd. We would like approval to close early at 5pm on Friday, March 2nd for department meetings. We had to cancel our last meeting on February 9th due to inclement weather. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-02-11 Approve Early Closure of Library on Friday, June 15th. We would like approval to close early at 5pm on Friday, June 15th for department meetings. P. Parise moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

APPROVAL OF MINUTES

T. Hanes moved, and it was seconded, that the Board of Trustees approve the minutes of the Regular Meeting of November 20, 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 Reports for the months ending November 30, 2017, December 31, 2017, and January 31, 2018 be received and filed for audit, and that Operating Fund Warrant #'s 6, 7, and 8 for the months of December 2017, January 2018, and February 2018 in the amounts of \$578,874.17; \$585,974.18; and \$262,966.93, respectively, be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

(none)

DIRECTOR'S REPORT

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

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

The Board signed a get well card for staff member, Maureen.

ADJOURNMENT

There being no further business before the Board, Vice President Culen adjourned the meeting at 6:08 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,

Amanda Farinella

Amanda Farinella, Recording Secretary