

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
July 20, 2015
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on July 20, 2015.

CALL TO ORDER AND ROLL CALL

A quorum being present, President Kelleher called the meeting to order at 5:05 p.m. Present were S. Culen, R. Kelleher, T. Hanes, N. Angelos, J. Jackson, and A. Wojcik. S. Stratakos was absent.

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

ACKNOWLEDGEMENT OF VISITORS

(none)

APPROVAL OF MINUTES

N. Angelos moved and it was seconded, that the Board of Trustees approve the minutes of the Regular Meeting of June 15, 2015. Upon a voice vote, all trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

J. Jackson moved, and it was seconded, that the Operating Fund Treasurer's Report for the month ending June 30, 2015 be received and filed for audit, and that Operating Fund Warrant #1 for the month of July 2015 in the amount of \$137,181.20, be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

- President Kelleher welcomed new Library Director Jane Jenkins.
- President Kelleher read a thank you letter from former Director Armstrong thanking Staff and Board for her retirement celebrations and all the flowers and cards.

PUBLIC COMMENT

Amanda Rubino presented a new program idea to the Board that will take place in September. The program is called Crochet for Charity where patrons will get the chance to crochet items to be donated. There will be two tote bags filled with the necessary supplies and patterns. For the first tote bag, patrons will be making pet mats to be donated to local animal shelters. For the second tote bag, patrons will be making squares to be sewn into a blanket and be donated to the Warm Up America Foundation.

DIRECTOR'S REPORT

- Director Jenkins mentioned we're halfway through Summer Reading and have logged a total number of 5,851 books. A total of 740 children/teens and 287 adults are signed up so far with a couple of more weeks to go before the program ends on August 1.

- Director Jenkins stated that the total circulation is up by 2%, patron visits are up by 9%, and the total number of registered patrons is up by 6% compared to June 2014.
- Director Jenkins mentioned that she and Jo Ann attended a Business Luncheon at Moraine Valley Community College where they received several requests for meetings to discuss program ideas and interest in the Media Scape. They also attended Marquette Bank's 70th Anniversary Reception.
- Director Jenkins presented a possible idea for a new culinary program in conjunction with Moraine Valley Community College.
- Director Jenkins mentioned that the Library placed a small advertisement in Stagg's Athletic Booster's brochure advertising our Media Scape.
- Director Jenkins said that some staff members from the La Grange Public Library visited with Sara and Amanda K. to look at our new lobby as they're looking to remodel their entrance. They were very impressed with our Library.
- Director Jenkins mentioned the Library is working with the Hickory Hills Park District to install another Little Free Library at Krueger Park.

ACTION ITEMS:

#15-07-25 Resolution #1081 to Approve Adding Jane Jenkins to the Marquette Bank Business Credit Card Account. R. Kelleher moved, and it was seconded. Upon a roll call vote, all trustees voted "aye." Motion carried.

#15-07-26 Resolution #1082 Marquette Bank Petty Cash Checking Account Signatures. This Resolution is required to change signatures on the Marquette Bank Petty Cash Checking Account. We would like to remove Annette Armstrong and add Jane Jenkins. S. Culen moved, and it was seconded. Upon a roll call vote, all trustees voted "aye." Motion carried.

#15-07-27 Reduction in Overdue Fines for Digital Equipment. We would like to reduce the overdue fine for all digital equipment from \$10.00 per day to \$5.00 per day. Costs for comparable equipment have gone down considerably in the last few years. We have had Digital Equipment for over three years and it's no longer necessary to have such a high charge per day, but \$5.00 is still enough to serve as an incentive for returning on time. N. Angelos moved, and it was seconded. Upon a roll call vote, all trustees voted "aye." Motion carried.

#15-07-28 Increase in Fine Threshold. We would like to raise the threshold for fines from \$3.00 to \$5.00 before a patron's account becomes blocked. Staff is in agreement that this change will reduce conflicts at the desk and increase patron satisfaction. Increasing the threshold would also put us more in line with other surrounding libraries. J. Jackson moved, and it was seconded. Upon a roll call vote, all trustees voted "aye." Motion carried.

#15-07-29 Approve Change ILL Out of State Service Fee. The ILLINET Interlibrary Loan Code recently changed one of its rules under fees to state: "It is not allowable for either the requesting library or the supplying library to charge (the library or patron) for ILLINET resource sharing transactions of returnable items, except as outlined in this section." The resource sharing specialist at RAILS notified us of this change and while the code is silent on changing our existing policy, it's a requirement for RAILS membership to follow the ILLINET Interlibrary Loan Code. We would like to reword the existing policy to state that

postage fee varies per ILL request outside of Illinois. T. Hanes moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

Staff received a card and tin of candy as a thank you for all the hard work and dedication the Library staff give to the community. Director Jenkins will write a thank you letter to the family.

ADJOURNMENT

There being no further business before the Board, President Kelleher adjourned the meeting at 6:15 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,

A handwritten signature in cursive script that reads "Amanda Rubino".

Amanda Rubino
Recording Secretary