

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
June 20, 2016
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on June 20, 2016.

CALL TO ORDER AND ROLL CALL

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

A. Wojcik arrived at 5:07 p.m.

S. Stratakos was absent.

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

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

President Kelleher welcomed Carl Giometti of Studio GC to the Board Meeting. Carl discussed the bids that the Library received. The lowest responsible bidder was Abbey Paving with a total bid proposal of \$326,440.00.

APPROVAL OF MINUTES

S. Culen moved, and it was seconded, that the Board of Trustees approve the minutes of the Regular Meeting of May 16, 2016. 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 May 31, 2016 be received and filed for audit, and that Operating Fund Warrant #12 for the month of June 2016 in the amount of \$540,872.64, be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

- President Kelleher mentioned how ecstatic he was to see how many people turned up on the first day of Summer Reading. Rainbow Cone was very popular.

DIRECTOR'S REPORT

- Director Jenkins mentioned that we had 505 children and 247 adults sign up on the first day of Summer Reading. We had the largest number of tweens sign up, 188. On the first day of program registration 1,155 patrons signed up. The ever popular Rainbow Cone was a huge success.
- Director Jenkins announced that the second Little Free Library was installed at Krueger Park Recreation Center in Hickory Hills.

- Director Jenkins mentioned that we had a few staff changes. Marcey transferred from working part-time in Circulation to working part-time in Adult Services. We also recently hired Jose to work part-time in Adult Services, too.

ACTION ITEMS:

#16-05-27 Approval to Amend the Library Trustee Bylaws. We would like to amend the Library Trustee Bylaws to include Article V: Meetings Section 2: "Trustees should strive to attend a minimum of seven (7) of the regularly scheduled ten (10) meetings." R. Kelleher moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#16-06-30 Award Contract. Based on the recommendation of Studio GC, the Board will award the contract to the lowest responsible bidder who meets all qualifications. S. Culen moved, and it was seconded that the Board approve awarding the North Access and Miscellaneous Exterior Work to Abbey Paving. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#16-06-31 Approval of 2016/2017 "Working Budget". The "Working Budget" is an internal document that staff uses as a guide for the year. It is provided in the attached documentation. It has been revised at the request of the Board at last month's meeting. T. Hanes moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#16-06-32 Approval of Salary Schedule 2016/2017. There is no change in the "salary ranges" from the previous fiscal year. The Salary Schedule was distributed at the May Board Meeting. P. Parise moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#16-06-33 Approve Prevailing Wage Ordinance #1183. The Library is required to pass this annual ordinance to affirm our commitment to the concept of the prevailing wage. A. Wojcik moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#16-06-34 Amend Employee Dress Code Policy. We would like to amend the policy for acceptable footwear to read "comfortable shoes." At the moment, we list the unacceptable footwear. We would also like to amend the policy for unacceptable footwear to read "loose footwear including flip flops." Please see attached documentation. N. Angelos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

Director Jenkins mentioned Sara has redesigned the patron suggestion form. A selection of comments we have received was passed around for the Board to view.

REVIEW MINUTES

President Kelleher mentioned that two Board Members will have to review the Board Minutes from the previous fiscal year. A. Wojcik and P. Parise volunteered.

EXECUTIVE SESSION

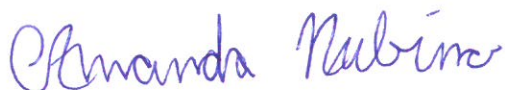
President Kelleher made a motion to adjourn to closed session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body pursuant to Section 2(c)(1) of the Open Meetings Act.

President Kelleher made a motion, and it was seconded, that the Board come out of Executive Session and return to Open Session. All trustees present voted "aye." Motion carried.

ADJOURNMENT

There being no further business before the Board, President Kelleher adjourned the meeting at 5:49 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Amanda Rubino, Recording Secretary