

GREEN HILLS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
May 18, 2015  
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on May 18, 2015.

CALL TO ORDER AND ROLL CALL OF PUBLIC HEARING

A quorum being present, President Kelleher called the meeting to order at 4:03 p.m. Present were S. Culen, R. Kelleher, S. Stratakos, J. Sura, J. Jackson, and N. Angelos.

Also present were Amanda Rubino, Administrative Assistant and Annette Armstrong, Library Director.

OATH OF OFFICE

N. Angelos presented the Oath of Office to Anita Wojcik and Tom Hanes.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

R. Kelleher presented a Resolution to J. Sura and thanked her for her service on the Board. J. Sura stated that she was happy to have worked with gotten to know everyone.

APPROVAL OF MINUTES

N. Angelos moved and it was seconded that the Board of Trustees approve the minutes of the Regular Meeting of April 20, 2015; Executive Meeting of April 20, 2015; Special Meeting of April 30, 2015; Executive Meeting of April 30, 2015; Committee Meeting of May 7, 2015; Executive Meeting of May 7, 2015; Special Meeting of May 11, 2015; Executive Meeting of May 11, 2015; Special Meeting of May 13, 2015; and Executive Meeting of May 13, 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 April 30, 2015 be received and filed for audit, and that Operating Fund Warrant # 11 for the month of May 2015 in the amount of \$604,766.90, be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

### PRESIDENT'S REPORT

- President Kelleher congratulated S. Stratakos and J. Jackson and presented their Certificate of Election diplomas.
- President Kelleher welcomed Anita Wojcik and Tom Hanes to the Board.
- President Kelleher thanked Director Armstrong and the Board for all the extra hours and hard work over the last couple of weeks.
- President Kelleher mentioned holding a public reception for Annette in late June.
- President Kelleher mentioned there should be a committee formed, called the Farewell Party Committee, that will consist of Noula, Joann, Anita, Sara, Annette, and Amanda.

### DIRECTOR'S REPORT

- Director Armstrong mentioned we are seeking approval for a half day off in June so our automation company can train the staff on technology updates.
- Director Armstrong mentioned we have exempted trustees from paying fines incurred while serving on the Board. Director Armstrong stated she spoke with our attorney and our attorney advised that recent interpretations of the law indicate that exemption from fines may be construed as compensation. The policies will have to be reviewed by staff and the attorney, and approved by the Board, and will be an action item in June.
- Director Armstrong mentioned our accountant has moved out of state. The accountant, who is an outside person, was responsible for reconciling bank statements. Our auditor, who joins us at the September meetings, passes out the audits, and may be retiring next year. Moving forward the Board needs to work with our Business Manager and new Director in insuring a solid plain of action.
- Director Armstrong stated that the Working Budget is included in the Board packet. Director Armstrong mentioned the Working Budget is an internal document not required by law. This can be modified as long as it doesn't conflict with our Budget & Appropriations Ordinance. This Working Budget doesn't take into consideration the operating fund surplus. This is a conservative method so we don't run into problems with payroll and benefits. We've added \$30,000 to the payroll because we added a new department of five employees, we upgraded the status of several employees, and one part time employee is now full time to supervise the Circulation Department. This also covers the merit raises. The furnishings line has been increased because we plan to pay for the staff furnishings out of Corporate Fund and not the Special Reserve Fund. We consolidated the library automation contract with other related contracts so it's a much larger number. The Library insurance policies are consolidated into one line. The budget is balanced, and will most likely finish on the plus side. The Board will vote on this next month.

### PUBLIC COMMENT

Carl Giometti from Studio GC discussed the approval of the lowest bid for the furnishings, Interior Investments, LLC, as well as the close out of the original scope of work.

ACTION ITEMS:

#15-05-18 Approval of Bid Contract for the Staff Area FF&E. Approval to award bid contract to the lowest responsible bidder, Interior Investments, LLC, in the amount of \$71,751.57. S. Stratakos moved and it was seconded. Upon a roll call vote, all trustees voted "aye." Motion carried.

#15-05-19 Approval of One Half Day Training Day to be Scheduled in June. Our policy allows for two staff training days per year. We had one last summer and would like to schedule a half day training day in June because of some recent and upcoming software changes. We are waiting for our automation company to firm up a Friday when they can schedule a technician for us. We will provide sufficient notice to the public. R. Kelleher moved and it was seconded. Upon a voice vote, all trustees voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

No correspondence was received.

ADJOURNMENT

There being no further business before the Board, President Kelleher adjourned the meeting at 4:42 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Amanda Rubino  
Recording Secretary