

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
May 15, 2017
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on May 15, 2017.

CALL TO ORDER AND ROLL CALL

President Kelleher called the meeting to order at 5:11 p.m. Present were R. Kelleher, S. Culen, and T. Hanes. N. Angelos arrived at 5:27 p.m. S. Stratakos and P. Parise were absent.

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

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

- President Kelleher welcomed Jo Ann and Jason.

OATH OF OFFICE

T. Hanes presented the Oath of Office to Azmi Mohammad.

ELECTION OF OFFICER POSITIONS

R. Kelleher made a motion, and it was seconded, to appoint the Board Officer positions as follows:

Rick Kelleher-Board President

Stephen Culen-Vice President

Tom Hanes-Treasurer

Noula Angelos-Secretary

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 April 17, 2017. Upon a voice vote, all trustees present voted "aye." Motion carried. R. Kelleher moved, and it was seconded, that the Board of Trustees approve the minutes of the Special Meeting of May 8, 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 April 30, 2017 be received and filed for audit, and that Operating Fund Warrant #11 for the month of May 2017 in the amount of \$549,080.97 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

- President Kelleher welcomed Azmi to the Board and congratulated him on his Oath of Office.

DIRECTOR'S REPORT

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

ACTION ITEMS:

#17-05-11 Remove Service Fee for Non-Pickup of ILL. Currently, we charge \$5.00 to our patrons who do not pick up ILL items after seven days of notification. Staff feel this service is no longer necessary. We do not have many patrons who get charged the fee as most patrons are courteous in picking up their ILL requests. This change would also align our policy with other nearby libraries who do not charge for non-pickup of ILL items. N. Angelos moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#17-05-12 Approve Revised Leaves of Absence Policy. T. Hanes moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#17-05-13 Approve Library Photo Policy. We would like to include this policy to say: The Green Hills Public Library District may photograph Library visitors. Such photos are for Library use and may be published in Library publicity materials. R. Kelleher moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#17-05-14 Approve Circulation Policy for Book Boxes. We would like to propose a policy that will support circulation of Book Boxes. Each month, youth staff will put together a selection of boxes containing a new Young Adult book, along with a few small genre-related items, like pins and bookmarks. This Book Box program will allow us to promote our YA collection by creating a buzz of exclusivity and personalization. We are recommending a 3 week loan period with no renewals and no holds. There will be a \$1.00 weekly overdue fine. Limit 1 Book Box per person. A. Mohammad moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#17-05-15 Approve Authority for Studio GC to Create Specifications and Prepare Bid Documents for the Library Improvements discussed at the Special Board Meeting on May 8, 2017. Studio GC will prepare specifications and bid documents in order to move forward with renovations in the public area of the building. The Board has already reviewed the design and preliminary budget. S. Culen moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

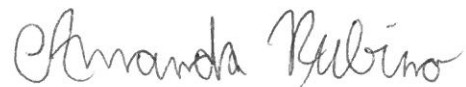
CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

(none)

ADJOURNMENT

There being no further business before the Board, President Kelleher adjourned the meeting at 6:07 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