

BOARD OF TRUSTEES
GREEN HILLS PUBLIC LIBRARY DISTRICT

October 16, 2017

AGENDA

REGULAR MEETING -5:00 pm

- I. Call to Order
- II. Roll Call and Pledge of Allegiance
- III. Acknowledgement of Visitors
- IV. Approval of Minutes
 - Regular Meeting Minutes/Public Hearing of September 18, 2017
 - Special Meeting Minutes of October 3, 2017
- V. Operating Fund Treasurer's Report and Warrant:
 - #4
- VI. President's Report
- VII. Public Comment
- VIII. Director's Report
- IX. New Business:

Action Items:

- 17-10-37 Approval of Ordinance #1193 2017/2018 Tax Levy**
This annual levy is necessary in order to have the county extend taxes that are legally due us. The total levy for all funds is \$2,917,206. Our attorney reviewed the funds and prepared the ordinance.
- 17-10-38 Approve "Lump Sum Payout to Illinois Municipal Retirement Fund"**
We recommend that the Board approve a one-time payment of \$200,000 to reduce our pension liability and keep our rate lower. This distribution has already been accounted for in the 2017-2018 budget. The money will be paid in December.
- 17-10-39 Approval to Remove media:scape Policy**
The current media:scapes have been moved into our Discussion Rooms. We would like to remove the media:scape policy altogether and use the Discussion Room policy for patrons wanting to use these rooms.

17-10-40 Amend Study/Discussion Room Policy

A few minor changes are being made to the Discussion Room policy to include the space limitations with the addition of the media:scape equipment.

17-10-41 Amend Library Holidays and Closings Policy

We would like the authority to close at 5pm on four Fridays throughout the year for department meetings. As these dates are determined, they will be brought to the Board for approval in advance.

17-10-42 Approve Early Closure of Library

We would like approval to close early at 5pm on Friday, February 9th for department meetings.

17-10-43 Amend Circulation Policies

We would like to turn on a feature in SirsiDynix which would automatically renew eligible materials checked out to patrons. Eligible materials include those that allow renewals, do not have holds, and/or have not exceeded the renewal limit. Patrons must not have fines in excess of \$4.99 in order for the renewal to take place. This requires no action on the patron's end; they will receive an email indicating what materials have been renewed together with the due date. This change will require an amendment in our Circulation Policies. Patrons will still have the option to manually renew eligible materials at the Circulation Desk, over the phone, through our online catalog, or at any self-checkout station in the Library.

17-10-44 Review and Approve the Following Employee Policies as Reviewed by Klein, Thorpe, and Jenkins:

- Employee Responsibilities
- Performance Evaluation
- Salary Administration

17-10-45 Review and Approve the Following General Policies as Reviewed by Klein, Thorpe, and Jenkins

- Wi-Fi Hotspot Lending Policy
- Roku Lending Policy
- Book Club in a Bag Policy
- Book Box Lending Policy

17-10-46 Approval of Board Meeting Dates for 2018

- X. Correspondence / Articles / Meetings / Events and News
- XI. Document Signing
- XII. Adjournment