

BOARD OF TRUSTEES
GREEN HILLS PUBLIC LIBRARY DISTRICT

October 15, 2018

AGENDA

REGULAR MEETING -5:30 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 17, 2018
- 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:

18-10-40 Approval of Ordinance #1199 2018/2019 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 \$2,988,023. Our attorney reviewed the funds and prepared the ordinance.

18-10-41 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 2018-2019 budget. The money will be paid in December.

18-10-42 Approve Upgrade of Self-Checkout Machines

We would like to upgrade the two self-checkout machines across from the Circulation Desk. The current machines were installed in 2013. The new machines will match the self-checkout in the Youth Services Department. The new machines will come equipped with an extended shelf and credit card terminals. We are also asking for the current Youth Services self-checkout to be retrofitted for the extended shelf. The total cost for this project is \$31,715.00.

18-10-43 Adopt Purchasing Policy

We are asking the Board to adopt a purchasing policy for our General Policies Manual. The purpose of this policy is to ensure fiscal responsibility of taxpayer funds and full compliance with local, state, and federal laws. The information in this policy lists current procedures supported by previous Board action on resolutions. The policy has been reviewed by Klein, Thorpe, and Jenkins prior to this meeting.

18-10-44 Amend Personnel Privileges Policy

We are asking the Board to amend this policy to indicate that employees may receive a Green Hills Public Library District card for local use only. Currently, this is only allowed for staff who live in an area not served by a public library. Allowing all staff to acquire a card for local use will provide equal access to our electronic resources so that we can assist patrons to the best of our ability. It also encourages staff development and skill building with our resources.

18-10-45 Approval of Board Meeting Dates for 2019

18-10-46 Approve Early Library Closure

We would like approval to close the Library at 5pm on Friday, February 1st for department meetings.

X. Correspondence / Articles / Meetings / Events and News

XI. Document Signing

XII. Adjournment