

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 15, 2018
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on October 15, 2018.

CALL TO ORDER AND ROLL CALL

President Kelleher called the meeting to order at 5:42 p.m. Present were R. Kelleher, S. Culen, T. Hanes, N. Angelos, S. Stratakos, and P. Parise. A. Mohammad arrived at 5:43 p.m.

Also present were Jane Jenkins, Library Director and Amanda Farinella, Administrative Assistant.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

(None)

APPROVAL OF MINUTES

T. Hanes moved, and it was seconded, that the Board of Trustees approve the minutes of the Public Hearing/Regular Meeting of September 17, 2018. 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 September 30, 2018 be received and filed for audit, and that Operating Fund Warrant #4 for the month of October 2018 in the amount of \$144,887.96 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

- President Kelleher apologized for missing the previous month's meeting.
- President Kelleher mentioned that some patrons have come up to him and commented on how much they loved our Haunted Library Tour.

PUBLIC COMMENT

(none)

DIRECTOR'S REPORT

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

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. R. Kelleher moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#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. A. Mohammad moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#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. T. Hanes moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#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. P. Parise moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#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. S. Stratakos moved, and it was seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#18-10-45 Approval of Board Meeting Dates for 2019. N. Angelos moved, and it was seconded. Upon a voice vote, all Trustees voted "aye." Motion carried.

#18-10-46 Approve Early Library Closure. We would like approval to close the Library at 5pm on Friday, February 1st for department meetings. S. Culen moved, and it was seconded. Upon a voice vote, all Trustees voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS
(none)

ADJOURNMENT

There being no further business before the Board, President Kelleher adjourned the Regular Meeting at 6:12 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 Farinella".

Amanda Farinella, Recording Secretary