

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
September 21, 2015
Budget & Appropriations Public Hearing and
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on September 21, 2015.

CALL TO ORDER AND ROLL CALL OF PUBLIC HEARING

A quorum being present, President Kelleher called the public hearing to order at 5:07 pm. Present were R. Kelleher, T. Hanes, J. Jackson, and A. Wojcik. S. Culen, N. Angelos, and S. Stratakos were absent.

Also present were Jane Jenkins, Library Director; Jo Ann Sheehy, Assistant Director of Administrative Services; and Amanda Rubino, Administrative Assistant.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

George Roach of George Roach & Associates

ADJOURNMENT OF PUBLIC HEARING

President Kelleher adjourned the meeting at 5:12 pm.

CALL TO ORDER AND ROLL CALL OF REGULAR MEETING

A quorum being present, President Kelleher called the regular meeting to order at 5:12 pm. Present were: R. Kelleher, T. Hanes, J. Jackson, and A. Wojcik. S. Culen arrived at 5:18 pm. N. Angelos and S. Stratakos were absent.

Also present were Jane Jenkins, Library Director; Jo Ann Sheehy, Assistant Director of Administrative Services; and Amanda Rubino, Administrative Assistant.

APPOINT SECRETARY PRO-TEM

A. Wojcik moved, and it was seconded, to appoint T. Hanes as Secretary Pro-Tem in absence of N. Angelos. Upon a voice vote, all trustees present voted "aye." Motion carried.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENTS

George Roach of George Roach & Associates discussed the Library's annual audit.

APPROVAL OF MINUTES

T. Hanes moved, and it was seconded, that the Board of Trustees approve the minutes of the Regular Meeting of August 17, 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 August 31, 2015 be received and filed for audit, and that Operating Fund Warrant #3, for the month of September 2015, in the amount of \$205,577.63, be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

- President Kelleher mentioned he thought it was very nice that the Board is sending out a card to congratulate Rose Gilman on her new director job at Chicago Ridge Library.
- President Kelleher also mentioned that the Library won the 2015 Beautification Award.

AMEND AGENDA

R. Kelleher made a motion to amend the agenda, and it was seconded, to vote on the Action Items before the Director's Report. Upon a voice vote, all trustees present voted "aye." Motion carried.

ACTION ITEMS:

#15-09-34 Approve 2015/2016 Budget & Appropriations Ordinance #1179. Approve 2015/2016 Budget & Appropriations Ordinance #1179 in the amount of \$7,037,432. This Ordinance, as prepared by Klein, Thorpe, and Jenkins, is approved annually and sets legal spending limits for the Library District. R. Kelleher moved and it was seconded. Upon a roll call vote, all trustees voted "aye." Motion carried.

#15-09-35 Change Wording for Sick Leave Policy in Employee Manual. Approve revising the Sick Leave Policy 907.3-4 to read as follows (changes in red): The Library **requires** medical certification **for an absence of 3 (three) scheduled shifts**, in a manner and form acceptable to the Library, to verify the need for any leave or an employee's fitness to perform his or her duties, or in any other situation that the Library considers such certification is necessary. J. Jackson moved and it was seconded. Upon a voice vote, all trustees voted "aye." Motion carried.

#15-09-36 Approval of Paid Birthday for All Employees. A birthday holiday will be granted to all employees following 3 months of employment. This holiday must be taken in the employees' birthday month. A. Wojcik moved and it was seconded. Upon a voice vote, all trustees voted "aye." Motion carried.

DIRECTOR'S REPORT

- Director Jenkins mentioned that on October 6, 2015 there will be a Legislator's Meet and Greet at 7 p.m.
- Director Jenkins will be meeting with the architects to discuss our Capital Development Plan.

- Director Jenkins asked the Board if they're able to meet on October 12th or 13th at 5 p.m. for a Special Board Meeting to discuss the Capital Development Plan. The Board agreed that Monday, October 12th at 5 p.m. would be better.
- Director Jenkins spoke with Carl, our architect, in adding an extra panel to each of the four cubicles for more space. The other piece of furniture taking up space will be moved to another spot in order for the cubicles to be expanded. There's also a conference room where future Board Meetings will take place unless there's a Public Hearing. Director Jenkins invited the Board for a tour after the meeting.
- Director Jenkins met with Kim from Good to Grow to schedule a maintenance plan for weeding and planting including the green roof. Kim also submitted an access proposal for the East side of the building.
- Director Jenkins mentioned our phone system wasn't working properly due to the motherboard crashing. The issue has now been resolved.
- Director Jenkins mentioned we've had a few staff turnovers lately. We've hired new staff members to fill in those shifts at the desk.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

The Library received a 2015 Beautification Award.

ADJOURNMENT

There being no further business before the Board, Vice President Culen adjourned the meeting at 6:41 p.m. Upon voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Amanda Rubino
Recording Secretary