

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
June 21, 2021
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on June 21, 2021.

CALL TO ORDER AND ROLL CALL

A quorum being present, Vice President Mohammad called the meeting to order at 5:38 p.m. Present were K. Groark, T. Hanes, A. Mohammad, and S. Stratakos.

N. Angelos was absent.

S. Culen arrived at 5:49 p.m.

Also present were Jane Jenkins, Library Director; Sara Kennedy, Deputy Director; Jo Ann Sheehy, Head of Business Services; Teri Wilson, Head of Circulation Services; and Amanda Farinella, Business Associate.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

(None)

OATH OF OFFICE

K. Groark presented the Oath of Office to Ian Chafee.

APPROVAL OF MINUTES

T. Hanes moved, and it was seconded, that the Board of Trustees approve the two minutes of the Regular Meeting of May 17, 2021, the two minutes of the Executive Meeting of May 17, 2021, the minutes of the Special Meeting of May 25, 2021, and the minutes of the Special Meeting on June 3, 2021. Upon a voice vote, all trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

S. Stratakos moved, and it was seconded, that the Operating Fund Treasurer's Report for the month ending May 31, 2021, be received and filed for audit, and that Operating Fund Warrant #12 for the month of June 2021 in the amount of \$143,947.85 be approved and authorized for disbursement. Upon a roll call vote, Trustees S. Culen, K. Groark, T. Hanes, A. Mohammad, and S. Stratakos voted "aye." I. Chafee abstained. Motion carried.

VICE PRESIDENT'S REPORT

- Vice President Mohammad mentioned that two Board Members are required to review the Board Minutes from the previous fiscal year. I. Chafee and K. Groark volunteered. Amanda will email the two volunteers the Minutes for review.

DIRECTOR'S REPORT

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

- Director Jenkins welcomed Ian to the Board. They will schedule a time/date for Ian's Trustee orientation.
- Director Jenkins mentioned that Trustees Tom and Katie received a letter from Kelly Burke congratulating them on winning the election and is looking forward to working with the Board.
- Director Jenkins mentioned that Jason, our IT Manager, set up Library emails for the Trustees. Moving forward, this will be the email staff uses to communicate with the Board.
- Director Jenkins mentioned updating our Mask Policy. The Board suggested having a Special Meeting on Monday, June 28 at 6 p.m. to approve the changes.
- T. Hanes mentioned he would like to have a plaque made for Rick Kelleher for his 16 years of service. The Board will discuss this at the Special Meeting on Monday, June 28.
- Director Jenkins mentioned that the Trustees who need to complete their OMA training are still unable to access the website.
- Director Jenkins mentioned we partnered with Crescent Pharmacy in Bridgeview to give out COVID-19 vaccination shots. We had twelve people get their first dosage. They will be back on July 1 for the second dosage.
- Director Jenkins thanked the Business Office for their work on gathering our contracts that some of the Board requested.

NEW BUSINESS

- The Board discussed forming a Finance Committee. After discussion, K. Groark, A. Mohammad, and S. Stratakos expressed interest in starting this committee.

ACTION ITEMS:

#21-06-26 Resolution #1104 to Change Authorized Signatories on Two Marquette CD Accounts. K. Groark moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-27 Resolution #1105 to Change the Authorized Signatories on First Midwest Bank Investment Account. K. Groark moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-28 Resolution #1106 to Change the Authorized Signatories on First Midwest Bank Money Market Account. K. Groark moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-29 Resolution #1107 to Change the Authorized Signatories on First Midwest Bank Operating Checking Account. T. Hanes moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-30 Resolution #1108 to Change the Authorized Signatories on First Midwest Bank Special Reserve Account. T. Hanes moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-31 Resolution #1109 to Change the Authorized Signatories on First Midwest Bank Working Cash Account. T. Hanes moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-32 Resolution #1113 to Change the Authorized Signatories on Illinois Funds E-Pay Fines, Fees, and Donations Account. S. Stratakos moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-33 Resolution #1114 to Change the Authorized Signatories on Illinois Funds Green Hills Public Library District Investments Account. S. Stratakos moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-34 Resolution #1115 to Change the Authorized Signatories on First Secure Bank Two CD Accounts. S. Stratakos moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-35 Resolution #1116 to Change Principal Authority to Noula Angelos on the Illinois Funds Account. S. Culen moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-36 Appoint Noula Angelos, Board President, as Primary Accountholder for the Library's Credit Card Account with Marquette Bank. S. Culen moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-37 Approve Adding Natalie Djordjevic to the Marquette Bank Credit Card Account. S. Culen moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-38 Approval of 2021/2022 "Working Budget". The "Working Budget" is an internal document that staff uses as a guide for the year. I. Chafee moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-39 Amend Employee Handbook. Amendments include the removal of the following policies: FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 and COVID-19 Emergency Closing Pay Policy. I. Chafee moved, and it was seconded. Upon a voice vote, all trustees present voted "aye." Motion carried.

#21-06-40 Approve Amendments to the Purchasing Policy. I. Chafee moved, and it was seconded. Upon a roll call vote, all trustees present voted "aye." Motion carried.

#21-06-41 Change Board Meeting Times from 5:30 p.m. to 6:00 p.m. A. Mohammad moved, and it was seconded. Upon a voice vote, all trustees present voted "aye." Motion carried.

#21-06-42 Approve Reinstating Normal Operational Hours as of Monday, July 5. A. Mohammad moved, and it was seconded. Upon a voice vote, all trustees present voted "aye." Motion carried.

#21-06-43 Approve Early Closure at 5pm on Friday, September 10 for Staff Meetings. A. Mohammad moved, and it was seconded. Upon a voice vote, all trustees present voted "aye." Motion carried.


CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

Director Jenkins shared a letter the library received from a patron. The patron sent us a vintage menu from a former Palos Hills restaurant called Fin's Fishery. They found this in a used book they purchased in Pennsylvania. Director Jenkins sent a letter on behalf of the Board thanking the patron for sharing a piece of local history with us.

ADJOURNMENT

There being no further business before the Board, Vice President Mohammad adjourned the meeting at 6:21 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Amanda Farinella, Recording Secretary