

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

October 18, 2021

Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on October 18, 2021.

CALL TO ORDER AND ROLL CALL

President Angelos called the meeting to order at 6:01 p.m. Present were N. Angelos, I. Chafee, K. Groark, T. Hanes, and A. Mohammad. S. Culen and S. Stratakos were absent.

Also present were Jane Jenkins, Library Director; Sara Horn, Deputy Director; and Amanda Farinella, Business Associate.

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 20, 2021. Upon a voice vote, all Trustees present voted "aye." Motion carried.

TREASURER PRO-TEM

President Angelos made a motion, and it was seconded, to appoint T. Hanes as Treasurer Pro-Tem in absence of S. Stratakos.

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, 2021 be received and filed for audit, and that Operating Fund Warrant #4 for the month of October 2021 in the amount of \$136,213.70 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

(None)

PUBLIC COMMENT

(None)

DIRECTOR'S REPORT

- Director Jenkins presented her monthly report. A hard copy was given to each Board Trustee.
- Director Jenkins mentioned we have a new Head of Business Services starting on November 15.

- Director Jenkins said there has been lots to do in the absence of Jo Ann Sheehy, but with the help of Sara Horn and Amanda Farinella, the business department continued to function as normal. Director Jenkins extended her thanks to both Sara and Amanda for their help and support during this time.
- Director Jenkins mentioned that on November 4 we will hold a Legislature Meet and Greet with Senator Bill Cunningham and State Representative Kelly Burke at 6:30 p.m.
- Director Jenkins advised that in November we will partner with Crescent Pharmacy in Bridgeview to give out COVID-19 and flu vaccination shots.
- Director Jenkins informed the Board that the bids will be opened at 2 p.m. on November 4. Everyone is welcome to attend this bid opening.

NEW BUSINESS

- Director Jenkins discussed *Serving our Public 4.0 Standards for Illinois Public Libraries*. In order for the Library to receive the Per Capita Grant progress needs to be shown in meeting the required Standards. Since our last Per Capita Grant Director Jenkins has developed a new Trustee Orientation packet, and written a Succession Plan. Areas that still need to be worked on include increasing staffing levels sufficient to carry out the Library's mission. ILA's guidelines recommend staffing levels to be between 72-88%, and we are currently operating at 75%. Work continues to improve on the requirements needed for building infrastructure and maintenance, including updating the capital asset and capital development plan.
- The Board discussed the 2022 Board Meeting dates. Upon discussion, it was agreed to include a January Board Meeting to lessen the gap between the November and February meetings. A January date was discussed and will be included with the action item. It was agreed to meet on the 4th Monday in January instead of the 3rd Monday to avoid a conflict with the Martin Luther King, Jr., Day.

ACTION ITEMS:

#21-10-53 Approval of Ordinance #1215 2021/2022 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 \$3,030,279. Our attorney reviewed the funds and prepared the ordinance. A. Mohammad moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#21-10-54 Approve "Lump Sum Payout to Illinois Municipal Retirement Fund". We recommend that the Board approve a one-time payment of \$100,000 to reduce our pension liability and keep our rate lower. This distribution has already been accounted for in the 2021-2022 budget. The money will be paid in December. I. Chafee moved, and it was seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#21-10-55 Approval of Board Meeting Dates for 2022. T. Hanes moved, and it was seconded. Dates were amended to include January 24, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

Director Jenkins mentioned we received a nice comment from a patron thanking Janet for her help with the computer.

ADJOURNMENT

There being no further business before the Board, President Angelos adjourned the Regular Meeting at 6:27 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Amanda Farinella, Recording Secretary