

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
January 24, 2022
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on January 24, 2022.

CALL TO ORDER AND ROLL CALL

President Angelos called the meeting to order at 6:02 p.m. Present were N. Angelos, S. Culen, K. Groark, T. Hanes, and S. Stratakos.

A. Mohammad and I. Chafee arrived at 6:06 p.m.

Also present were Jane Jenkins, Library Director; Sara Horn, Deputy Director; Roberta Richter, Head of Business Services; and Amanda Farinella, Business Associate.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

President Angelos welcomed S. Horn and A. Farinella.

APPROVAL OF MINUTES

T. Hanes moved, and S. Culen seconded, that the Board of Trustees approve the minutes of the Regular Meeting of November 15, 2021 and the minutes of the Finance Committee Meeting of January 19, 2022. Upon a voice vote, all Trustees present voted "aye."

Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

S. Stratakos moved, and K. Groark seconded, that the Operating Fund Treasurer's Report for the months ending December 31, 2021 and January 31, 2022 be received and filed for audit, and that Operating Fund Warrant #6 for the month of December 2021 in the amount of \$256,365.95 and Operating Fund Warrant #7 for the month of January 2022 in the amount of \$180,917.51 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

President Angelos stated that she is happy with the team at the Library and is looking forward to the new year.

PUBLIC COMMENT

(None)

DIRECTOR'S REPORT

Director Jenkins provided the Trustees with a copy of the Library's Strategic Plan as promised in the Finance Committee Meeting. She also reminded the Trustees that the ILA Legislative Meetup is upcoming and will register those Trustees interested in attending.

Director Jenkins thanked S. Horn for her work on the statistical report that was included in the packet. She also thanked S. Horn for an article she drafted regarding the digitization

project. The article was published in multiple forums, including the Patch and the ILA Newsletter. Director Jenkins also thanked R. Richter and staff for working with the payroll company to allow for reimbursements to be paid directly on staff paychecks. This will allow for less handling of cash and use of paper products regarding reimbursements.

Director Jenkins shared two pieces of correspondence with the Trustees. The first piece was from BEDS Plus, thanking the Library for participating in the Giving Tree Project. Through the generosity of the community, the Library was able to donate over \$800 in gift certificates to those in need. The second piece of correspondence was from patron, Joan Murphy. Ms. Murphy expressed how grateful she is to Teri Wilson for delivering donated books to Avantara, a senior living community in Evergreen Park where her sister is a resident. She also complimented the staff, notably, Teri Wilson and Arlene Chiou.

FINANCE COMMITTEE REPORT:

S. Stratakos updated the Trustees on the discussion that was had during the January 19, 2022 Finance Committee Meeting. The group discussed the upcoming salary budget and the effects of the cost of living (COLA) and minimum wage. The COLA increased higher than it has in recent years. Trustee Chafee expressed that staff doing the same work should be entitled to live the same lifestyle. Administration will come back to the committee with recommendations, including COLA and merit percentage increase figures.

The group also discussed the increase in insurance premiums and the possibility of offering up to three plans, and including cost sharing and some spouse and family premium coverage. S. Horn is continuing to gather data before a decision is made.

The Head of Business Services will be looking into depositories to invest some of the library's cash on hand. The committee discussed spending and saving limits.

S. Stratakos suggested that the staff contemplate on what libraries of the next century would be offering and come back to the committee with recommendations for the Board to consider. Administration expressed the need for more personnel to provide services and creating a marketing position to take over public relations and showcase the Library's offerings.

NEW BUSINESS:

(None)

ACTION ITEMS:

#22-01-01 Approval of Updated Purchasing Policy. T. Hanes moved, and S. Culen seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#22-01-02 Approval to Close Petty Cash Checking Account. K. Groark moved, and I. Chafee seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#22-01-03 Approve Updated Succession Plan to Reflect the Changes in Personnel for the First and Second Back-up Appointees. I. Chafee moved, and S. Stratakos seconded. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

CORRESPONDENCE/ARTICLES/MEETINGS/EVENTS AND NEWS

(See Director's Report)

ADJOURNMENT

There being no further business before the Board, President Angelos adjourned the Regular Meeting at 6:29 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Roberta Richter, Recording Secretary