

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
June 20, 2022
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on June 20, 2022.

CALL TO ORDER AND ROLL CALL

President Angelos called the meeting to order at 6:00 p.m. Present were N. Angelos, I. Chafee, S. Culen, K. Groark, A. Mohammad, T. Hanes, and S. Stratakos.

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

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

Courtney Soesbe of PMA Financial introduced herself and provided the Trustees with handouts including information about the services PMA provide to their clients and explained how the company will assist the Library in investing with a purpose and to allow for the most return on monies as possible. The Library would be provided with a dedicated investment team and would receive monthly reports and an annual presentation. Soesbe's presentation included information about managed and unmanaged accounts, approval before making investment changes, and cash flow assessments. Soesbe mentioned that PMA uses long-term money investments to ensure that funds are coming in at different points on the yield curve and that there are short-term investments to ensure the Library has operating monies. Soesbe mentioned that the Library would be provided with an IPrime account and that the Library will not get any invoices for PMA's services. Their fees have a ceiling and are taken as a broker/dealer which are included in the rates they present. The Library would not be entering a contract and can sever relations with PMA at any time. Hanes inquired as to whether or not the Library can have managed and unmanaged accounts and Soesbe confirmed that the Library can. Stratakos stated that PMA's services sound like a wonderful vehicle for the Library to utilize.

APPROVAL OF MINUTES

Stratakos moved, and Hanes seconded, that the Board of Trustees approve the minutes of the Regular Meeting of May 16, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Stratakos moved, and Groark seconded, that the Board of Trustees approve the minutes, as amended to remove Sara Horn from the attendance, of the Finance Committee Meeting of May 23, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

Stratakos moved, and Chafee seconded that the Operating Fund Treasurer's Report for the month ending May 2022 be received and filed for audit, and that Operating Fund Warrant #12 for the month of June 2022 in the amount of \$324,928.39 be approved and

authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye."
Motion carried.

PRESIDENT'S REPORT

Angelos stated that the Summer Reading Kick Off was fantastic and liked that it was held at Bennett Park.

PUBLIC COMMENT

(None)

DIRECTOR'S REPORT

Director Jenkins discussed the Summer Reading Program and extended a "thank you" to Mayor Bennett who organized help from the police department to direct patrons to the event. 395 people registered for Summer Reading on the first day. The staff plans to host the event at the park again next year.

Director Jenkins noted the Library's attendance at the first-ever "Hills Farmer's Market." Library staff had interactions with over 160 people in two visits. Director Jenkins attended the first day and spoke to many people, prompting patrons to visit the Library and sign up for a Library Card or for the Summer Reading Program.

Director Jenkins asked for two Trustees to review the year's Regular Meeting minutes before the July Board Meeting. Groark and Chafee volunteered. Farinella will email the minutes to them for review.

Director Jenkins mentioned that the working budget is complete and ready for approval. She mentioned that Richter put together a comprehensive spreadsheet for the Trustee and staff information.

FINANCE COMMITTEE REPORT

Stratakos reported that accountant, Kelly Zabinski met with the committee and gave a presentation which Stratakos and Groark stated they really enjoyed. He feels she is very knowledgeable and mentioned that she will be a tremendous asset to the Library. The committee also talked about PMA, as mentioned earlier in the meeting.

NEW BUSINESS:

Richter presented her "Working Budget" Excel spreadsheet/workbook. She mentioned that invoices will continue to come in until the end of the fiscal year and she will update the "actuals" numbers at the end of June. She requested that managers discontinue ordering until next fiscal year begins. The workbook includes the budget, levy information, and other helpful budgeting information. Prior to budget planning, all managers were sent a budget wish list worksheet and asked to include all items and services they hope to have funded for the year. Horn provided Richter with the Personnel budget. The budget worksheet includes the non-major funds information. Richter reminded the Trustees that surplus funds will be transferred to the Special Reserve Fund after the audit is complete.

Stratakos mentioned it's a wonderful thing for management and Trustees to understand how the budget works. He mentioned that the worksheet provides an easy way to view which line is over budget and provides good information to discuss future needs.

Richter noted that she will be sharing the chart of accounts with the managers so they are included in decisions related to budget lines and funding. Richter will also be checking monthly to ensure that all invoices booked to the proper expense and revenue lines. This will make it possible to budget properly for future years.

ACTION ITEMS:

#22-06-16 Approval of 2022-2023 "Working Budget" Mohammad moved and Culen seconded to approve the 2022-2023 "Working Budget" as presented. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#22-06-17 Approve Joining Portfolio Management Association "PMA" for Investment and Management Services. Stratakos moved and Groark seconded that the Library enlist the services of PMA. Upon a roll call vote, the Trustees present voted "aye." Motion carried.

#22-06-18 Approve Library Closure for Friday, September 23 for Staff Development. Culen moved and Groark seconded that the Library be closed on September 23 for Staff Development. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Angelos moved to go into recess at 6:50 p.m. and Stratakos seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

CLOSED SESSION

Angelos moved to go into Closed Session to consider the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body pursuant to Section 2(c)(1) of the Open Meetings Act at 6:51 p.m. and Stratakos seconded. Upon a voice vote, all Trustees present voted "aye." Motion carried.

RESUME REGULAR MEETING

The Trustees resumed the Regular Meeting at 7:24 p.m.

Angelos moved and Chafee seconded to approve a 4% merit increase for Director Jenkins to start July 1, 2022. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

ADJOURNMENT

There being no further business before the Board, President Angelos adjourned the Regular Meeting at 7:26 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Roberta Richter, Recording Secretary