

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
September 19, 2022
**Budget & Appropriations Public Hearing and
Regular Meeting**

The Green Hills Public Library District Board of Trustees met at the Library on September 19, 2022.

CALL TO ORDER AND ROLL CALL OF PUBLIC HEARING

President Angelos called the meeting to order at 6:06 p.m. Time was allowed for public comment for the Budget & Appropriations Public Hearing. Present were N. Angelos, I. Chafee, S. Culen, K. Groark, A. Mohammad, and T. Hanes.

Absent: S. Stratakos.

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

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

George Roach of George Roach Associates, PC presented the Annual Financial Report, giving the Library an unmodified opinion. Roach stated that he looked at revenue sources and confirmed receipts and recordings on financial statements. He also looked at internal controls for purchasing and noted that the Library has adequate segregation of duties. He discussed the Library's financial position, which is at about a cash break even this past year. He mentioned that Administration and the Trustees will want to make sure capital spending is documented and that there is a plan for the funds in Special Reserve. He reminded the Trustees that the bond will be paid off in the next two years and planning should be discussed in regard to these additional funds. The Library's expenditure side is good and the betterments to the facility thus far are positive. He agreed that IMRF (Illinois Municipal Retirement Fund) over-funding continuation is no longer necessary, at this time. He recommended considering interest rates in relation to investments.

MOTION TO ASSIGN A TREASURE PRO-TEMPORE

Angelos moved, and Hanes seconded to appoint Chafee as Treasurer Pro Tempore. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

APPROVAL OF MINUTES

Groark moved, and Chafee seconded, that the Board of Trustees approve the minutes of the Finance Committee Meeting of September 1, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Hanes moved, and Culen seconded, that the Board of Trustees approve the minutes of the Regular Meeting of August 15, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

Chafee moved, and Groark seconded that the Operating Fund Treasurer's Report for the month ending August 2022 be received and filed for audit, and that Operating Fund Warrant

#3 for the month of September 2022 in the amount of \$183,776.31 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

Angelos would like to choose a date for a Trustee dinner. The Trustees will meet at 6 p.m. on October 11, 2022 at Park and Field Apres.

PUBLIC COMMENT

(None)

DIRECTOR'S REPORT

Director Jenkins noted that a Finance Committee meeting will be held on September 26, 2022 at 6 p.m. Tim Matthew, financial broker from PMA will be presenting the cash flow analysis and discussing the Library's investment strategies.

Director Jenkins is pleased to announce that the plexiglass has been removed from all service desks and that all of the public computers are up and running.

Director Jenkins reminded the Trustees that there is an upcoming election in April, with five Trustee seats expiring. Jenkins handed out packets to those whose seats are expiring. Packets are due by December 19, 2022.

Director Jenkins stated that the staff renovation construction project is nearly finished. There are small details that need to be completed.

Groark inquired as to the two panes of shattered glass from the Director's Report. Jenkins said that the cause was investigated and that these were both unexplained events. Jenkins noted that both panes were replaced.

FINANCE COMMITTEE REPORT

Director Jenkins stated that the Library's insurance broker, Jack Cook of Cook and Kocher presented the Library's plans for offering three different choices of insurance to qualified staff. Currently, the Library has 13 staff members eligible for health insurance. Open enrollment will begin in October. Jenkins stated that Deputy Director, Horn has created a detailed booklet for staff, explaining the plan differences.

CLOSED SESSION

At 6:39 p.m. Angelos moved, and Groark seconded, that the Board of Trustees enter Closed Session pursuant to the Open Meetings Act, 5 ILCS 120/2(c)(21) to discuss minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Upon a voice vote, all Trustees voted "aye." Motion carried.

RESUME REGULAR MEETING

The Trustees resumed the Regular Meeting at 6:41 p.m. Angelos moved and Hanes seconded to resume the Regular Meeting. Upon a voice vote, all Trustees voted "aye." Motion carried.

NEW BUSINESS:

ACTION ITEMS:

#22-09-23 Approval of the Budget & Appropriations Ordinance #1219. Hanes moved and Angelos seconded to approve the ordinance in the amount of \$8,973,684, setting the legal spending limits for the Library District. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#22-09-24 Accept Fiscal Year 2021/2022 Annual Financial Report by George Roach and Associates Presented at the September 19, 2022 Board Meeting. Chafee moved and Angelos seconded to accept the Annual Financial Report for Fiscal Year 2021-2022. Upon a roll call vote, the Trustees present voted "aye." Motion carried.

#22-09-25 Resolution #1120 Authorizing the Secretary of the Board of Library Trustees to Make Certain Closed Session Meeting Minutes Available for Public Inspection. Culen moved and Angelos seconded to open Closed Session minutes from March 21, 2022 and June 20, 2021. Upon a voice vote, the Trustees present voted "aye." Motion carried.

#22-09-26 Amend Study Room Policy in General Policy Manual. Mohammad moved and Culen seconded to amend the Study Room Policy in the General Policy manual. Upon a voice vote, the Trustees present voted "aye." Motion carried.

#22-09-27 Remove Face Mask Policy in General Policy Manual. Angelos moved and Hanes seconded to remove the Face Mask Policy in the General Policy Manual. Upon a voice vote, the Trustees present voted "aye." Motion carried.

#22-09-28 Remove Face Mask Policy in Employee Handbook. Hanes moved and Culen seconded to remove the Face Mask Policy in the Employee Handbook. Upon a voice vote, the Trustees present voted "aye." Motion carried.

#22-09-29 Approve Early Closure of Library on December 2, 2022 at 5pm for Staff Training. Groark moved and Hanes seconded to approve early closer of the Library on December 2, 2022 for staff training. Upon a voice vote, the Trustees present voted "aye." Motion carried.

ADJOURNMENT

There being no further business before the Board, President Angelos adjourned the Regular Meeting at 6:48 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Roberta Richter, Recording Secretary