

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
October 17, 2022
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on October 17, 2022.

CALL TO ORDER AND ROLL CALL

President Angelos called the meeting to order at 6:02 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; and Roberta Richter, Head of Business Services.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

(None)

APPROVAL OF MINUTES

Hanes moved, and Chafee seconded, that the Board of Trustees approve the minutes of the Regular Meeting of September 19, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Stratakos moved, and Chafee seconded, that the Board of Trustees approve the minutes of the Finance Committee Meeting of September 26, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

Stratakos moved, and Culen seconded that the Operating Fund Treasurer's Report for the month ending September 2022 be received and filed for audit, and that Operating Fund Warrant #4 for the month of October 2022 in the amount of \$324,661.58 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PRESIDENT'S REPORT

There will be a Trustee Dinner at Park and Field on Wednesday, October 26 at 6 p.m.

PUBLIC COMMENT

(None)

DIRECTOR'S REPORT

Trustee Steve Culen announced that he will not be running for re-election. Jenkins noted that he has served on the Board for thirty years. Angelos and Stratakos spoke of all that Culen has accomplished during the time he has served the community as a Trustee. He stated that he is ready to hand over his responsibility for someone new to bring the Library to the next step.

Director Jenkins spoke to the quarterly financial report was provided by the Head of Business Services, Roberta Richter. This report provides a snapshot of revenues and expenses for the first quarter of the fiscal year. Due to the lateness of property tax collection, the revenues appear low at this time.

Jenkins alerted the Trustees that the levy will be put on hold, as we do not have an available rate. She is hopeful that the levy will be presented at the November Board meeting.

Jenkins reported that the Per Capita Grant requirements will be the same as last year. Jenkins included a checklist of highlighted areas that staff and Trustees need to work toward, including a capital needs assessment.

Jenkins noted that a new Pay Grade assignment is included in the packet. The document was revised due to the newly created Content Coordinator. Current staff member, Brittany Ramos will be filling this role beginning on January 1, 2023.

Jenkins made the Trustees aware that a patron turned in a reconsideration for a book title form and that the policy process is being followed. The patron will be meeting with Jenkins on November 9, 2022. The Trustees may be requested to make the final decision if the patron pursues further action.

NEW BUSINESS:

FINANCE COMMITTEE MEETING: Tim Matthew from PMA Financial Network presented the cash flow analysis to committee members. Treasurer Stratakos presented highlights from the report and how he feels that the investment plan will work in the Library's best interest for now and for the future.

ACTION ITEMS:

#22-10-30 Approval of Board Meeting Dates for 2023. Mohammad moved and Culen seconded to approve the Board Meeting dates for 2023. Upon a voice vote, all Trustees present voted "aye." Motion carried.

#22-10-31 Adopt Pay Grade Assignments Effective January 1, 2023. Stratakos moved and Angelos seconded to adopt the revised pay grade assignments, effective January 1, 2023. Upon a roll call vote, the Trustees present voted "aye." Motion carried.

#22-10-32 Authorize Setting Up Section 125 Program for Employee Insurance Premiums. Culen moved and Mohammad seconded to authorize setting up a section 125 program for employee insurance premiums. This program will allow employees to pay their share of insurance premiums on a pre-tax basis. Upon a roll call vote, the Trustees voted "aye." Motion carried.

#22-10-33 Approve Cash Flow Plan from PMA Financial Network for Fiscal Year 2022-2023. Chafee moved and Groark seconded to approve the cash flow plan provided by PMA Financial Network for fiscal year 2022-2023. Upon a roll call vote, the Trustees voted "aye." Motion carried.

ADJOURNMENT

There being no further business before the Board, President Angelos adjourned the Regular Meeting at 6:43 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,

Roberta Richter

Roberta Richter, Recording Secretary