

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
June 14, 2016**

CALL TO ORDER

The Regular Meeting of the Nippersink Public Library District Board of Trustees at the Nippersink Library, 5418 Hill Road, Richmond, Illinois, was called to order at 7:02 P.M. by President Sandra Peterson.

PRESENT

Trustees Adrienne Adams, Jennifer Brunswick, Michelle Jordan, Sandra Peterson, Susan Sucher and Library Director Cynthia Cole were present. Trustee Robert Johnston was absent.

RECOGNITION OF SECRETARY

Trustee Jordan was recognized as Secretary. Director Cole volunteered to act as Recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE – None

ADDITIONS – None, but Trustee Carter had some recommendations she would like to voice at the end of the meeting.

MINUTES

A. May 10, 2016 Regular Meeting Minutes

MOTION was made by Trustee Sucher, seconded by Trustee Adams, to approve the May 10, 2016 Regular Meeting Minutes.

Voice Vote: All in Favor

Trustee Carter asked to abstain as she was not present at the May 10 meeting.

MOTION CARRIED.

CORRESPONDENCE AND ANNOUNCEMENTS

A. ILA 2016 Conference: The 2016 Conference is being held at the Donald E. Stephens Convention Center in Rosemont, October 18-20. Trustee Day is scheduled for Thursday, October 20. Early Bird Registration is through early September. Anyone wishing to attend should advise Director Cole.

TREASURER'S REPORT

A. Warrant #12

Warrant #12 in the amount of \$18,223.73 was reviewed for payment.

MOTION was made by Trustee Sucher, seconded by Trustee Carter, to approve Warrant #12.

**Roll Call Vote: Ayes: Adams, Carter, Brunswick, Jordan, Peterson, Sucher
Nays: None**

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we are approximately \$56,000 under budget for the month ending May 31 and we are on track to meet our savings goal for FY16, barring any unforeseen expenses in June.

LIBRARY DIRECTOR’S REPORT

The 2016 Summer Reading Program, “Read for the Win” kicked off on Saturday, June 4. We had 60 children sign up at the kick-off event and we are off to a good start. The staff have done a wonderful job putting the program together and their efforts are to be commended.

COMMITTEE REPORTS – None

NEW BUSINESS

A. Approve Ordinance 2016-6-1 Determining Prevailing Wage Rates

Director Cole advised that as a government body, we are required to pass this ordinance in June of each year. Passage of the Ordinance will be published in the Northwest Herald and a certified copy of the ordinance is filed with the Illinois Department of Labor.

MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve Ordinance 2016-6-1 Determining Prevailing Wage Rates.

**Roll Call Vote: Ayes: Adams, Carter, Brunswick, Jordan, Peterson, Sucher
Nays: None**

MOTION CARRIED.

B. Approve Ordinance 2016-6-1 Setting Meeting Dates

Director Cole clarified that regular meetings of the Board of Trustees are scheduled for the second Tuesday of the month, however, the November meeting would conflict with Election Day, November 8. President Peterson advised that she felt it would not be advisable to meet on Election Day and therefore the November meeting has been scheduled for the third Tuesday of the month, November 15. There was consensus that this was acceptable to everyone.

MOTION was made by Trustee Carter, seconded by Trustee Brunswick, to approve Ordinance 2016-6-2 Setting Meeting Dates.

**Roll Call Vote: Ayes: Adams, Carter, Brunswick, Jordan, Peterson, Sucher
Nays: None**

MOTION CARRIED.

C. Approve Resolution 2016-6-A Authorizing Public Library District Non-Resident Cards

Director Cole advised that this resolution is necessary to sell non-resident library cards. Non-resident library cards are sold to residents of the State of Illinois who are not served by a public library. We typically sell 5-6 cards per year to residents of Hebron. The cost for the card is calculated using the General Mathematical Formula as approved by the Illinois State Library. The cost for a non-resident card in FY17 will be \$171, an increase of \$3 over FY16.

MOTION was made by Trustee Carter, seconded by Trustee Sucher, to approve Resolution 2016-6-A Authorizing Public Library District Non-Resident Cards.

**Roll Call Vote: Ayes: Adams, Carter, Brunswick, Jordan, Peterson, Sucher
Nays: None**

MOTION CARRIED.

D. Approve Resolution 2016-6-B Committing Fund Balance as Necessitated by GASB 54

Director Cole reviewed the use of the GASB 54 resolution for committing fund balances, primarily for capital improvement projects. Based on a FY16 estimated audited general fund balance of \$280,000, Director Cole is recommending we commit \$130K to capital improvement projects. Most of this will go towards the parking lot improvement project scheduled for later this year. This will leave an unassigned fund balance of approximately \$150,000 or three months of operating revenue for general fund obligations.

MOTION was made by Trustee Carter, seconded by Trustee Brunswick, to approve Resolution 2016-6-B Committing Fund Balance as Necessitated by GASB 54.

**Roll Call Vote: Ayes: Adams, Carter, Brunswick, Jordan, Peterson, Sucher
Nays: None**

Trustee Johnston arrived at 7:25 PM.

E. Review Director and Trustee Evaluations

President Peterson reviewed the summary for Director Cole’s evaluation. She noted she had reviewed the summary with Director Cole previously and all comments were positive. Director Cole also voiced her thanks to the Board for their support.

President Peterson reviewed the summaries for the trustees, including the self-evaluation and the group evaluation. Secretary Jordan noted that one trustee had not completed the self-evaluation so the totals didn’t add up to the number of trustees. Most of the evaluations were positive, however, there was a concern around board interaction and the need for continuing education. President Peterson encouraged trustees to take advantage of continuing education opportunities including the ILA Conference and the ILA Trustee Workshop.

UNFINISHED BUSINESS –

A. Approve FY17 Working Budget

Director Cole reviewed the budget assumptions for FY17. We should see a 1% increase in total revenue, and the total expense line will increase by \$5K due to professional services related to the parking lot project. Labor and materials costs for the parking lot project will be allocated against the reserve fund. A 1.5% COLA adjustment has been budgeted for direct salary expense, but the salary line will decrease by 2K, with those funds being reallocated to Employee Health Insurance and IMRF. We will maintain a savings target of 60K.

MOTION was made by Trustee Carter, seconded by Trustee Adams, to approve the FY17 Working Budget.

**Roll Call Vote: Ayes: Adams, Carter, Brunswick, Johnston, Jordan, Peterson, Sucher
Nays: None**

B. Discuss Status of Parking Lot Improvement Project

Director Cole advised that Shaun Kelly of Engberg is putting together the final estimates for the project. He should have the numbers ready within the next several days, but it will require a special meeting to approve the bid package for release. Shaun has also advised that we may wish to consider removing the recycling containers from the parking lot as they are contributing to the deterioration of the parking lot in that area. It was agreed to discuss this issue further at the next

meeting. Consensus was reached to hold a Special Meeting of the Library Board of Trustees on Monday, June 27 at 7:00 PM.

AUDIENCE COMMENTS – None

ADDITIONS – Trustee Carter had several suggestions for products or services she would like to see implemented. She would like Director Cole to consider adding Mango Languages and Lynda.com to our database suite. Director Cole advised that the NIC Consortium is looking at a possible consortial purchase for Mango and is also evaluating Rosetta Stone since they are willing to work with public libraries again. If a consortial purchase is not forthcoming, we will evaluate adding the software on our own. She has also asked an employee to evaluate Lynda.com.

Trustee Carter would also like us to get a computer for public use so we can advertise our meeting rooms for the use of Skype for job interviews. Director Cole advised that we have several laptops that could be used for this purpose. Promoting our wireless capabilities is always beneficial, and we want to be as accommodating as possible regarding use of the meeting rooms.

Trustee Carter would also like to see live links on the website to programs and services and she would like us to consider an overhaul of the website. Director Cole agreed that the website is in need of an update, but that will likely be FY18 project, due to the funds needed for the parking lot project. In the meantime, we can do some minor updates and evaluate options for a new website.

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:59 PM.

Respectfully submitted by Cynthia Cole,

Michelle Jordan, Secretary