

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
September 13, 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 7:05 P.M. by President Sandra Peterson.

PRESENT

Trustees Adrienne Adams, Jennifer Brunswick, Michelle Carter, 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

MINUTES

A. August 9, 2016 Regular Meeting Minutes

MOTION was made by Trustee Adams, seconded by Trustee Carter, to approve the August 9, 2016 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

B. August 25, 2016 Special Meeting Minutes

MOTION was made by Trustee Adams, seconded by Trustee Sucher, to approve the August 25, 2016 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

A. R/SG Chamber: Fall Wine Walk is scheduled for Saturday, September 24 from 1-4 P.M.

TREASURER'S REPORT

A. Warrant #3

Warrant #3 in the amount of \$19,765.06 was reviewed for payment.

MOTION was made by Trustee Sucher, seconded by Trustee Carter, to approve Warrant #3.

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

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we are approximately \$11,000 under budget for the month ended August 31. We should also receive a significant amount of tax distributions in September.

LIBRARY DIRECTOR'S REPORT

Director Cole reminded the trustees that nominating packets will be available beginning September 20.

The parking lot project is tentatively scheduled to begin the week of September 26. We agreed to be closed a maximum of five consecutive days for the project. We will try to minimize patron inconvenience as much as possible while we are closed; any overdue fines that are accrued will be waived. Staff will be in the building to answer phones and e-mail and work on special projects.

Trustee Carter requested that we provide more statistics to give a better sense of how the library is being used. She feels she needs to work on her "elevator speech." Director Cole will provide more circulation detail at the next meeting.

COMMITTEE REPORTS –

A. President Peterson attended the Community Communication Consortium meeting on Monday, September 12. Minutes of the meeting were not yet available, but President Peterson advised there wasn't much to report. The senior apartment complex is under construction in Richmond and they already have a waiting list for occupancy.

NEW BUSINESS

A. Review Updated Disaster and Emergency Preparedness Manual

Director Cole provided copies of the updated manual. We have worked to improve the manual by including photographs of various systems and instructions for managing these systems. She felt the one piece that was missing was active shooter training. Many libraries are including this training as part of their emergency preparedness planning. The trustees agreed that this would be a good addition to the manual and Director Cole should work to schedule a training program for staff.

A. Discuss and Approve Frontier Quote for New Phone System

Director Cole advised that she received a quote from Frontier for \$4,677 to upgrade our current analog system to a VoIP system. The cost includes the initial investment in equipment, but we would see savings of \$100 per month on our phone bill based on unlimited long distance calling. Our current phone system is original to 1990 when the building was constructed. Equipment is no longer available for repairs and replacements and can only be obtained "after-market" which means used. A VoIP system would give us upgrades we don't currently have such as voicemail. It would also be easier to add new lines if necessary. We would maintain an analog phone for our security systems including fire and burglar alarms.

MOTION was made by Trustee Sucher, seconded by Trustee Carter, to approve the Frontier quote for the installation of a new phone system.

Voice Vote: All in Favor

MOTION CARRIED

UNFINISHED BUSINESS

**A. Approve Ordinance 2016-9-1 Combined Annual Budget and Appropriation Ordinance
MOTION was made by Trustee Adams, seconded by Trustee Sucher, to approve
Ordinance 2016-9-1 Combined Annual Budget and Appropriation Ordinance.**

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

MOTION CARRIED.

AUDIENCE COMMENTS – None

ADJOURN

**There being no further business, President Peterson declared the meeting adjourned at
8:00 PM.**

Respectfully submitted by Cynthia Cole,

Michelle Jordan, Secretary