

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
October 11, 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. Trustees Michelle Carter and Robert Johnston were 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. Approve September 13, 2016 Public Hearing Minutes**

**MOTION was made by Trustee Sucher, seconded by Trustee Adams, to approve the September 13, 2016 Public Hearing Minutes.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**B. Approve September 13, 2016 Regular Meeting Minutes**

**MOTION was made by Trustee Jordan, seconded by Trustee Brunswick, to approve the September 13, 2016 Regular Meeting Minutes.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**CORRESPONDENCE AND ANNOUNCEMENTS**

A. None

**TREASURER'S REPORT**

**A. Approve Warrant #4**

Warrant #4 in the amount of \$52,396.63 was reviewed for payment.

**MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve Warrant #4.**

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

**MOTION CARRIED.**

## **B. REVIEW MONTHLY BUDGET REPORT**

Director Cole advised that we are approximately \$25,000 over budget for the month ended September 30. This is due to the parking lot project, the final costs of which will be charged against the Reserve Fund.

## **LIBRARY DIRECTOR'S REPORT**

Director Cole provided a more detailed overview of Circulation Activity for the fiscal year ending June 30, 2016. Overall circulation was up by 2.26% over the previous fiscal year. The top circulating locations are DVDs, e-books, children's materials and adult bestsellers. Director Cole suggested that an "elevator speech" should focus on these materials, including ILL service for materials we don't own and a good collection of non-fiction items geared towards personal enrichment.

## **COMMITTEE REPORTS –**

- A. Review Serving Our Public, Chapter 6: Access:** This chapter was reviewed as a requirement for the FY17 Per Capita Grant. Consensus was that the library is meeting all standards as outlined.
- B. Review Community Communication Consortium September 12 Meeting Minutes:** President Peterson provided an overview of the meeting at our September meeting. The minutes were provided as further clarification regarding the discussion.

## **NEW BUSINESS**

### **A. Approve Resolution 2016-10-1 Estimate of Funds Needed**

This is the next step in the Tax Levy process and sets the amount for which we will levy taxes. Director Cole advised that the estimate has been set at \$650,500 which represents a 2% increase over the 2015 Levy. In actuality, we should expect to receive an extension of \$644,000 which represents a 1.1% increase over the 2015 Levy.

**MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve Resolution 2016-0-1 Estimate of Funds Needed.**

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

**MOTION CARRIED.**

## **UNFINISHED BUSINESS**

### **A. Review and Discuss Potential Additional Costs for Parking Lot Project**

Director Cole provided communication from Shaun Kelly of Engberg Anderson, that the asphalt depth in several areas of the parking lot was not of sufficient depth. Shaun provided an estimate of the area that would need additional asphalt at a cost of \$8,750. He believes this is a necessary expense to achieve the result we want, i.e., a well-constructed parking lot that will last 20 years. After discussion, consensus was reached to approve the additional cost for the parking lot project.

**AUDIENCE COMMENTS** – None

## **ADJOURN**

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

Respectfully submitted by Cynthia Cole,

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Michelle Jordan, Secretary