

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
November 15, 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 7:04 P.M. by President Sandra Peterson.

PRESENT

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

RECOGNITION OF SECRETARY

Trustee Adams agreed to be Acting Secretary in the absence of Trustee Jordan. Director Cole volunteered to act as Recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE – None

ADDITIONS – None

MINUTES

A. Approve October 11, 2016 Regular Meeting Minutes

MOTION was made by Trustee Johnston, seconded by Trustee Sucher, to approve the October 11, 2016 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

A. Richmond/Spring Grove Chamber: The Chamber is promoting Small Business Saturday on November 26 and is asking everyone to shop local. Christmas of Yesteryear is scheduled for the weekend of Dec. 2-4 and there are a variety of activities planned.

TREASURER'S REPORT

A. Approve Warrant #5

Warrant #5 in the amount of \$81,104.84 was reviewed for payment.

MOTION was made by Trustee Adams, seconded by Trustee Sucher, to approve Warrant #5.

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

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we are approximately \$15,000 under budget for the month ended October 31, after the costs for the parking lot project have been pulled out.

LIBRARY DIRECTOR'S REPORT

Director Cole noted that circulation was down for the month of October, largely due to the fact that we were closed the week of October 3. The FY16 Audit was conducted the week of October 24 and everything went smoothly. Director Cole advised that the audit report should be available for review in December.

COMMITTEE REPORTS – None

NEW BUSINESS

A. Approve Ordinance 2016-11-1 Levy and Assessment of Taxes

Director Cole advised that based on the Resolution of Estimate of Funds Needed passed at the October 11 meeting, the tax levy request has been increased by 2% to \$650,500, over the 2015 tax extension. However, based on the 2106 extension estimate from the county, we will receive an increase of only 1.1% or approximately \$7,000.

MOTION was made by Trustee Johnston, seconded by Trustee Carter, to approve Ordinance 2016-11-1 Levy and Assessment of Taxes.

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

MOTION CARRIED.

B. Review Employee Healthcare Renewal Rates for 2017

Director Cole provided a summary of the increase in rates for 2017. Rates are increasing by 5% which translates into an additional cost of \$27 per month, per employee. The 5% increase is significantly lower than the trend line for health care costs in general. We budgeted an additional \$1,000 for employee health insurance for FY17 which is more than adequate to cover the increase.

C. Discuss P.A. 99-604 Local Government Expense Control Act

Director Cole provided a memo drafted by the Law Firm of Ancel Glink explaining the requirements of the Act which becomes effective on January 1, 2017. The Act requires all units of local government to have a new Expense Reimbursement Policy in place by the effective date. The policy must address the types of official business for which reimbursement is allowed and a mechanism for approving expenses that may exceed the allowable amounts set under the policy. The policy must also prohibit reimbursement for any expense classified as entertainment. In order to be in compliance by the January 1 deadline, we will need to approve a resolution and draft policy at the December meeting.

UNFINISHED BUSINESS

A. Review and Discuss Final Costs for Parking Lot Project

The final cost of the parking lot project came in at \$115,201 which is \$12,131 over the total project budget. There were numerous issues that required additional work including retrenching the electrical, providing more asphalt to set it to the right depth, and more undercut for areas that had deteriorated. This amount also includes \$5,500 for the exterior building lights which have not yet been installed. President Peterson suggested we eliminate that piece of the project in

order to bring the project cost down and reduce the project overage. Consensus was reached to eliminate the exterior light portion of the project thereby decreasing the total project cost to \$109,701 and the project overage to \$6,631.

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:25 PM.

Respectfully submitted by Cynthia Cole,

Adrienne Adams, Acting Secretary