

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
December 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 7:00 P.M. by Vice President Susan Sucher.

PRESENT

Trustees Adrienne Adams, Jennifer Brunswick, Michelle Carter, Michelle Jordan, Susan Sucher and Library Director Cynthia Cole were present. Trustees Robert Johnston and Sandra Peterson 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 November 15, 2016 Regular Meeting Minutes

MOTION was made by Trustee Carter, seconded by Trustee Jordan, to approve the November 15, 2016 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

- A. Director Cole sent a thank-you letter to the Richmond Garden Club for their donation of a wreath and the holiday plantings in front of the entrance.
- B. Director Cole sent a thank-you letter to Mrs. Janice Piesens for her generous donation of \$200.

TREASURER'S REPORT

A. Approve Warrant #6

Warrant #6 in the amount of \$33,177.82 was reviewed for payment.

MOTION was made by Trustee Carter, seconded by Trustee Adams, to approve Warrant #6.

**Roll Call Vote: Ayes: Adams, Brunswick, Carter, Jordan, 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 November 30, after the costs for the parking lot project have been pulled out.

LIBRARY DIRECTOR’S REPORT

Director Cole reminded the trustees that the filing deadline for nominating petitions for the April 4 Consolidated Election is Monday, December 19 at 5:00 PM. Director Cole also advised that Rob Czeszewski has been hired as custodian, replacing Alicia Stanek who has moved to the Circulation Desk.

COMMITTEE REPORTS – None

NEW BUSINESS

A. Approve Resolution 2016-12-A Adopting a Travel Reimbursement Policy in Accordance with the Local Government Control Expense Act.

Director Cole advised the trustees last month that this resolution was necessary for us to be in compliance with the PA 99-604 by January 1, 2017. The Travel Reimbursement Policy is marked as Exhibit A for purposes of the resolution, but will replace our Policy 318 Travel and Conference Policy. Discussion followed regarding allowable expenses for air travel including bag check. Consensus was reached that any reasonable charge would be approved with an appropriate receipt.

MOTION was made by Trustee Jordan, seconded by Trustee Brunswick, to approve Resolution 2016-12-A Adopting a Travel Reimbursement Policy in Accordance with the Local Government Control Expense Act.

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

MOTION CARRIED.

B. Review and Accept FY16 Audit

Director Cole provided a brief summary of FY16 Audit. The audit itself went smoothly and there were no issues or concerns raised by the auditors. Director Cole also reviewed the Reserve Fund Balance as of 6/30/16 and provided an estimate as to where it might be on 6/30/17 after the parking lot costs have been deducted. Overall, we have a good reserve fund balance, but we still have many building projects over the next decade which will require us to continue to commit monies to the Reserve Fund.

MOTION was made by Trustee Adams, seconded by Trustee Brunswick, to accept the FY16 Audit.

Voice Vote: All in Favor

MOTION CARRIED

UNFINISHED BUSINESS

A. None listed but Trustee Sucher asked if we had scheduled Active Shooter Training for staff.

Director Cole advised that she is working with the Richmond PD and hopes to have a program scheduled in January.

B. Trustee Carter also discussed the possibility of dedicating space for a Maker Space Area for our patrons. Several aspects of a project of this nature were discussed including space and staffing needs and target audience. Trustee Carter would like to discuss the idea in more detail at a later time, perhaps when we are putting together the FY18 Budget.

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, Vice President Sucher declared the meeting adjourned at 7:53 PM.

Respectfully submitted by Cynthia Cole,

Michelle Jordan, Secretary