

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
May 9, 2017**

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 President Sandra Peterson.

PRESENT

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

RECOGNITION OF SECRETARY

Trustee Carter was designated as Acting Secretary due to the departure of Trustee Jordan. Director Cole volunteered to act as Recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE – Mr. Alfonso Casal, 3808 Magnolia Dr., Spring Grove; Mr. Drew Knobloch, 1106 Paddock Road, Spring Grove; Ms. Sue Rekenenthaler, 3206 Rt. 173, Richmond were present.

ADDITIONS – None

MINUTES

A. Approve April 11, 2017 Regular Meeting Minutes

MOTION was made by Trustee Adams, seconded by Trustee Johnston, to approve the April 11, 2017 Regular Meeting Minutes.

Voice Vote: All in Favor; Trustee Carter abstained due to her absence from the meeting.

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

A. Acknowledge Departing Trustees: President Peterson and Director Cole thanked departing trustees Jennifer Brunswick, Rob Johnston and Michelle Jordan for their service to the Board.

TREASURER'S REPORT

A. Approve Warrant #11

Warrant #11 in the amount of \$17,679.52 was reviewed for payment.

MOTION was made by Trustee Johnston, seconded by Trustee Carter, to approve Warrant #11.

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

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we are approximately \$45,000 under budget for the month ended April 30, after the costs for the parking lot project have been pulled out.

LIBRARY DIRECTOR'S REPORT

Director Cole advised that the staff is getting ready for this year's summer reading program, *Reading by Design*. The program will kick-off on Saturday, June 3. The staff have put a lot of time and energy into the program and are to be commended for their efforts.

COMMITTEE REPORTS

A. None

NEW BUSINESS –

A. Review FY18 Preliminary Working Budget

Director Cole provided an overview of the FY18 working budget. Revenue should increase \$7,534 or 1.18%. Expenditures will also increase by approximately 1%. Director Cole also discussed staffing expense and recommended that we fill back on the full-time Youth Services Librarian position that has been vacant for several years. She would also like to maintain a half-time position as Program Coordinator. Since we have completed several large building projects, we now have funds to redirect to staffing which would allow us to improve our programming, marketing, and outreach efforts. Consensus was reached that the staffing adjustments would be beneficial and help the library work towards our strategic plan.

Director Cole also discussed building and capital improvement projects and noted that we have several small projects scheduled for FY18 and we have sufficient reserves to accommodate these projects.

B. Discuss Building Concerns – Siding and Structural Issues

Director Cole advised that we have two issues to discuss. Siding Issue: A portion of the siding is failing just under the windows on the second floor on the south and west facades of the building. A meeting was held on May 2 among the various contractors and it was determined that we need to have a product specialist assess the situation and make a recommendation. Shaun Kelly of Engberg Anderson has advised that we will probably have to make a warranty claim which could take time. Director Cole and Mr. Kelly agree that we expect the remediation would be done without charge to the library. However, we will have to see what the contractors come back with as a solution. Director Cole advised it may be necessary to get Attorney Bob Smith involved if they come back with a solution that is not satisfactory to the library.

Structural Issue: The staff noticed that there is light coming through a corner of the Story Hour Room where the drywall meets the brick. Shaun Kelly advised that this could be a structural issue and we should have a structural engineer make an assessment and recommend a solution. The cost for the assessment was quoted at \$1,400 and Director Cole approved the quote. The assessment will be scheduled shortly and we hope to have a recommendation for repair by the next meeting.

C. Review Director And Trustee Evaluations:

President Peterson reviewed the evaluations and in regard to the trustee evaluations noted that trustees should seek more professional development opportunities, while recognizing that

attending workshops and conferences can be challenging. In regard to the Director's evaluation, comments were overwhelmingly positive and the trustees feel Director Cole is meeting or exceeding expectations in all categories. Director Cole thanked the trustees for their support and noted that FY18 staffing adjustments should contribute to more effective programming, marketing and outreach activities.

D. Review Canvass Results for the April 4, 2017 Consolidated Election

Director Cole reviewed the election canvass and noted that Trustees Adams and Sucher have been reelected to four-year terms. Since we have five open seats, this means we will need to make three two-year appointments. Trustee Sucher announced that she will be leaving the board within the next several months because her family is moving out of state. She advised that she is willing to take the oath of office and serve until she moves.

E. Interview Candidates for Public Office

Alfonso Casal, Drew Knobloch and Sue Rekenhaller were in the audience and expressed their interest in serving on the library board. Trustee Johnston also expressed an interest in continuing to serve on the board. All four candidates were given an opportunity to introduce themselves and express their interest and qualifications for serving on the library board.

F. Closed Session – Selection of a Person to Fill a Public Office (5ILCS120/2c(3))

MOTION was made by Trustee Jordan, seconded by Trustee Carter, to move into Closed Session at 7:52 PM.

Voice Vote: All in Favor

MOTION CARRIED

Trustee Johnston recused himself from Closed Session as he was one of the candidates under consideration for appointment.

The Board of Trustees returned from closed session at 8:20 PM.

Present: Trustees Adams, Brunswick, Carter, Johnston, Jordan, Peterson, Sucher and Library Director Cole.

G. Appointment of Person(s) to Fill Public Office

- 1. MOTION was made by Trustee Adams, seconded by Trustee Brunswick, to appoint Sue Rekenhaller to a two-year term.**

Voice Vote: All in Favor

MOTION CARRIED

- 2. MOTION was made by Trustee Sucher, seconded by Trustee Carter, to appoint Rob Johnston to a two-year term.**

Voice Vote: All in Favor; Trustee Johnston abstained.

MOTION CARRIED

- 3. MOTION was made by Trustee Carter, seconded by Trustee Jordan, to appoint Drew Knobloch to a two-year term.**

Voice Vote: All in Favor

MOTION CARRIED

President Peterson thanked Mr. Casal for his interest in the library board.

H. Administer Oath of Office

Director Cole advised that the new terms of office begin on Monday, May 15 and by law, sitting trustees must be allowed to serve out their terms. However, in the interest of maintaining a quorum, it is permissible to administer the Oath of Office to sitting trustees who have been reelected. Therefore, Trustee Carter, in her capacity as Acting Secretary, administered the Oath of Office to Trustees Adams and Sucher.

I. Schedule Meeting for Week of May 15

Director Cole suggested we schedule a special meeting for the week of May 15 to administer the Oath of Office to the newly appointed trustees and to elect officers. It was agreed that a special meeting would be called for Monday, May 15 at 7:00 P.M.

UNFINISHED BUSINESS - None

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 8:30 PM.

Respectfully submitted by Cynthia Cole,

Michelle Carter, Acting Secretary