

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
June 13, 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, Michelle Carter, Robert Johnston, Drew Knobloch, Sandra Peterson, Sue Rekenhaller, Susan Sucher and Library Director Cynthia Cole were present.

RECOGNITION OF SECRETARY

Trustee Rekenhaller was recognized as Secretary. Director Cole volunteered to act as Recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE – None

ADDITIONS – None

MINUTES

A. Approve May 9, 2017 Regular Meeting Minutes

Director Cole noted a correction to the minutes to reflect that Trustee Johnston has abstained from the vote to appoint him as a trustee to a two-year term.

MOTION was made by Trustee Carter, seconded by Trustee Adams, to approve the May 9, 2017 Regular Meeting Minutes with the correction noted by Director Cole.

Voice Vote: All in Favor

MOTION CARRIED

B. Approve May 9, 2017 Closed Session Minutes

MOTION was made by Trustee Johnston, seconded by Trustee Sucher, to approve the May 9, 2017 Closed Session Minutes.

Voice Vote: All in Favor

MOTION CARRIED

C. Approve May 15, 2017 Special Meeting Minutes

MOTION was made by Trustee Sucher, seconded by Trustee Knobloch, to approve the May 15, 2017 Special Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

A. R/SG Chamber: The Chamber is hosting a mixer on Wednesday, June 21 from 5-7PM at Lucky Bernie's in Spring Grove.

TREASURER’S REPORT

A. Approve Warrant #12

Warrant #12 in the amount of \$23,068.62 was reviewed for payment.

MOTION was made by Trustee Rekenthaler, seconded by Trustee Carter, to approve Warrant #12.

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

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we are approximately \$58,000 under budget for the month ended May 31, after the costs for the parking lot project have been pulled out. She further advised that we are on track to meet our savings goal for FY17 and will likely exceed it due to lower than anticipated expenses in some categories. She also advised that we have received the first two property tax disbursements and should receive another by the end of June.

LIBRARY DIRECTOR’S REPORT

The summer reading program is off to a good start and we had approximately 50 children sign up at the kick-off.

COMMITTEE REPORTS

A. None

NEW BUSINESS –

A. Approve Certification of Trustees

Director Cole noted that we are required to approve a new certification every January and in June of election years.

MOTION was made by Trustee Carter, seconded by Trustee Sucher, to approve the Certification of Trustees.

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

MOTION CARRIED.

B. Approve Ordinance 2017-6-1 Determining Prevailing Wage Rates

Director Cole noted that we are required to pass this ordinance in June of each year in regard to public works projects. Notice of passage must be published in the Northwest Herald and a copy of the ordinance filed with the Illinois Department of Labor.

MOTION was made by Trustee Adams, seconded by Trustee Johnston, to approve Ordinance 2017-6-1 Determining Prevailing Wage Rates.

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

MOTION CARRIED.

C. Approve Ordinance 2017-6-2 Setting Meeting Dates

Director Cole advised that we are required to approve and post the meeting date notice prior to the beginning of a new fiscal year. She further noted that our regular October meeting scheduled for Tuesday, October 10 conflicted with the Illinois Library Association Conference which is scheduled for October 10-12. She suggested we move the October meeting to the third Tuesday of the month which is October 17. There was consensus that this was acceptable to the trustees.

MOTION was made by Trustee Johnston, seconded by Trustee Sucher, to approve Ordinance 2017-6-2 Setting Meeting Dates.

Roll Call Vote: Ayes: Adams, Carter, Johnston, Knobloch, Peterson, Rekenenthaler, Sucher

Nays: None

MOTION CARRIED.

D. Approve Resolution 2017-6-A Authorizing Public Library District Non-Resident Cards

Director Cole advised that we are required to determine each June whether or not we will participate in the Non-Resident Card program. Non-Resident Cards are sold to individuals who live in areas adjacent to the library district, but are not served by a public library. We usually sell approximately 5-6 cards per year to residents of Hebron which provides a small amount of revenue.

MOTION was made by Trustee Sucher, seconded by Trustee Rekenenthaler, to approve Resolution 2017-6-A Authorizing Public Library District Non-Resident Cards

Roll Call Vote: Ayes: Adams, Carter, Johnston, Knobloch, Peterson, Rekenenthaler, Sucher

Nays: None

MOTION CARRIED

E. Approve Resolution 2017-6-B Committing Fund Balances as Necessitated by GASB 54

Director Cole advised that this is the tool we use to commit funds for special purposes primarily capital improvement projects. The format of the resolution requires that we commit funds based on the fund balances reflected in the FY16 Audit. The FY16 Audit reflects a general fund balance of \$330K which Director Cole thinks reflects an approximation of where the fund balance will be for FY17. Based on that number, she is recommending we commit \$130K to capital improvements, which would leave \$200K for other purposes including emergencies. She further advised that we don't anticipate any large capital projects for FY18, but rather several small projects.

MOTION was made by Trustee Adams, seconded by Trustee Johnston, to approve Resolution 2017-6-B Committing Fund Balances as Necessitated by GASB 54.

Roll Call Vote: Ayes: Adams, Carter, Johnston, Knobloch, Peterson, Rekenenthaler, Sucher

Nays: None

MOTION CARRIED

UNFINISHED BUSINESS - None

A. Approve FY18 Working Budget

Director Cole reviewed the FY18 Budget. Nothing has fundamentally changed from the version presented at the May meeting, however, the State failed to pass a budget by May 31 so it remains to be seen how that may impact us. There is the possible loss of Per Capita Grant funds and there could be impacts on van delivery for RAILS. The salary line includes the creation of a

full-time youth services position and a 2.0% COLA for all employees. As noted earlier, we do not have any large capital improvement projects planned, but several smaller ones and we are waiting for more information on the siding repair and potential structural issues in the Story Hour Room.

MOTION was made by Trustee Adams, seconded by Trustee Carter, to approve the FY18 Working Budget.

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

MOTION CARRIED

B. Discuss Building Concerns - Siding and Structural Issues

Siding Issue: In regard to the siding issue we have a meeting scheduled for Monday, June 19 with the technical specialist from the manufacturer, the distributor and the construction company. Director Cole advised that the siding itself, the Hardie Board, has not failed but rather the PVC which is used as trim pieces around the window. We still don't know whether it is a material failure, issues related to heat on the south and west facades or installation problems that led to the failure. Shaun Kelly believes it may most likely be installation issues, but we can't be sure yet. We should have more information after the June 19 meeting.

Story Hour Room Structural Concerns: The structural engineer was here on May 19 and she advised that she does not think it is a structural problem but rather settling of the building and issues around the way the second floor was constructed. They are putting together a summary and proposal for options to repair the problem.

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:51 PM.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenhaler, Secretary