

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
October 17, 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 7:02 P.M. by President Sandra Peterson.

**PRESENT**

Trustees Adrienne Adams, Michelle Carter, Robert Johnston, Michelle Jordan, Sandra Peterson, Sue Rekenhaller and Library Director Cynthia Cole were present. Trustee Drew Knobloch was absent.

**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 September 12, 2017 Public Hearing Minutes**

**MOTION** was made by Trustee Carter, seconded by Trustee Rekenhaller, to approve the September 12, 2017 Public Hearing Minutes.

**Voice Vote: All in Favor**

**MOTION CARRIED**

**B. Approve September 12, 2017 Regular Meeting Minutes**

**MOTION** was made by Trustee Carter, seconded by Trustee Jordan, to approve the September 12, 2017 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 \$31,159.85 was reviewed for payment.

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

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

**MOTION CARRIED.**

**B. Review Monthly Budget Report**

Director Cole advised that we are approximately \$11,000 under budget for the month ended September 30, 2017.

**LIBRARY DIRECTOR’S REPORT**

All of the items in the Director’s Report are reflected on the agenda. .

**COMMITTEE REPORTS**

**A. Community Communication Consortium Meeting**

Minutes from the September 11, 2017 meeting were reviewed.

**B. Attendees Report on ILA 2017 Conference**

Trustee Rekenhaller provided an overview of the Trustee Day program and felt that it was a good refresher for a returning trustee. She also felt it was important to remember that the role of the trustee is primarily about watching the budget and making sure the building is maintained. She also went to a program on working with staff, also highlighting the importance of understanding that the director is the only employee of the board and not to interfere with staff. However, the program also offered some ideas on how to recognize staff for their contributions.

Director Cole attended the entire conference and went to some excellent programs on personnel, technology, finance and customer service. While we operate on a very limited budget, we have a comfortable, well-maintained facility, a good collection and the staff provide excellent customer service. However, we need to continue to strive to improve programs and services as budget constrains allow.

**C. Review Trustee Facts File Chapters 1-5**

Chapters 1-5 were reviewed in Trustee Facts File as a requirement for the 2018 Per Capita Grant application. Upon discussion of each chapter, consensus was reached that the library and the trustees were meeting the requirements and recommendations outlined.

**NEW BUSINESS –**

**A. Approve Resolution 17-10-A Estimate of Funds Needed**

Director Cole advised that the resolution is the next step in the levy process as an estimate of the amount to be levied. The estimate of \$665,000 is slightly higher than the county estimate of \$661,755, but it is generally advisable to levy slightly higher than the county estimate. The estimate of \$665,000 represents a 3.05% increase over 2016 tax extension.

**MOTION was made by Trustee Johnston, seconded by Trustee Rekenhaller, to approve Resolution 17-10-A Estimate of Funds Needed.**

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

**MOTION CARRIED.**

**B. Review Employee Health Insurance Renewal for Calendar Year 2018**

Director Cole reviewed a chart provided by LIMRiCC, our health insurance consortium, showing that health insurance premiums would remain flat for 2018. This is clearly good news in regard to cost containmenmt. The library currently has two full-time employees who are eligible for health insurance coverage.

**UNFINISHED BUSINESS -**

**A. Closed Session (5ILCS120/2(11)) Litigation**

When an action against, or affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable and imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

**MOTION was made by Trustee Carter, seconded by Trustee Johnston, to go into Closed Session under 5ILCS120/2(11).**

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

**MOTION CARRIED.**

**Board of Trustees entered into Closed Session at 7:46 PM**

**Board of Trustees returned to Open Session at 7:56 PM**

**ACTION TAKEN AFTER CLOSED SESSION - None**

**AUDIENCE COMMENTS** – None; however, Trustee Carter voiced her opinion that we need to continue to find ways to recognize the staff and that trustees need to be active in advocating for the library in the community.

**ADJOURN**

**There being no further business, President Peterson declared the meeting adjourned at 8:01 PM.**

Respectfully submitted by Cynthia Cole,

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Theresa Sue Rekenthaler, Secretary