

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
January 9, 2018**

**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 7:03 P.M. by President Sandra Peterson.

**PRESENT**

Trustees Adrienne Adams, Robert Johnston, Michelle Jordan, Sandra Peterson, Sue Rekenhaller and Library Director Cynthia Cole were present. Trustees Michelle Carter and Drew Knobloch were 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 December 12, 2017 Regular Meeting Minutes**

**MOTION was made by Trustee Johnston, seconded by Trustee Jordan, to approve the December 12, 2017 Regular Meeting Minutes.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**CORRESPONDENCE AND ANNOUNCEMENTS**

- A. ILA Trustee Workshop – Saturday, February 17 at Chicago Oak Brook Marriott; anyone interested in attending should advise Director Cole so she can send in the registration fee. Attendees should make their own hotel reservations and the deadline for ILA rate is January 26.**

**TREASURER'S REPORT**

**A. Approve Warrant #7**

Warrant #7 in the amount of \$30,276.36 was reviewed for payment.

**MOTION was made by Trustee Adams, seconded by Trustee Rekenhaller, to approve Warrant #7.**

**Roll Call Vote: Ayes: Adams, Johnston, Jordan, Peterson, Rekenhaller**

**Nays: None**

**MOTION CARRIED.**

**B. Review Monthly Budget Report**

Director Cole advised that we are approximately \$12,000 under budget for the month ended December 31, 2017. However, we are still waiting for the invoice from the expansion joint project.

**LIBRARY DIRECTOR’S REPORT**

Director Cole advised that the Chamber Business Expo has been scheduled for Saturday, March 17 from 9AM to 2PM at RBCHS. We will discuss the event further at our next meeting and circulate a sign-up sheet for trustees to work the booth. Director Cole also advised that the staff is working on plans for the 45<sup>th</sup> Anniversary celebration scheduled for National Library Week, April 7-14. She will provide an outline of programs at the next meeting.

**COMMITTEE REPORTS** - None

**NEW BUSINESS** –

**A. Certification of Trustees**

Director Cole advised that the Certification will be used to provide data to the County Clerk’s office for the Statement of Economic Interest filing. The filing will again be digital this year and trustees should receive an e-mail with the filing instructions. The deadline for filing is still May 1. Trustee Jordan advised that her address and phone number were incorrect. Director Cole apologized for the error and made the correction.

**MOTION was made by Trustee Johnston, seconded by Trustee Jordan, to approve the Certification of Trustees as corrected.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**B. Closed Minute Review**

Director Cole advised that it again time to do the biannual review of closed session minutes. At this time audiotapes may not be destroyed as they are not yet been retained for 18 months.

**MOTION was made by Trustee Adams, seconded by Trustee Johnston, to keep all closed session minutes closed.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**C. Review and Accept FY17 Audit**

A copy of the audit was provided for review. Director Cole advised that the audit went smoothly and there were no issues or concerns expressed by the auditors. The reserve fund has a FY17 ending balance of \$339,553 which leaves us in a good position to deal with any building or funding issues that may arise.

**MOTION was made by Trustee Rekenhaller, seconded by Trustee Jordan, to accept the FY17 Audit.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**D. Approve Ordinance 2018-1-1 Adopting Policy Prohibiting Harassment, Discrimination and Retaliation**

Director Cole explained that the Ordinance and policy are a new legal requirement for government bodies under Public Act 100-0554 which was signed by the governor in November.

A brief analysis of the act was provided by the law firm of Klein, Thorpe & Jenkins. Attorney Smith also reviewed the documents and found them to meet the requirements of the Act's provisions. The attached policy will replace the current policy in the Employee Handbook. **MOTION was made by Trustee Adams, seconded by Trustee Johnston, to approve Ordinance 2018-1-1 Adopting Policy Prohibiting Harassment, Discrimination and Retaliation.**

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

**MOTION CARRIED.**

**E. Review and Approve Furniture Quote for Youth Services Department**

Director Cole reviewed the quote from KI Furniture in the amount of \$11,020.50 for the Youth Services Office and seating spaces in the public areas. The quote is somewhat over the \$10,000 which was originally budgeted for the project, but the result will be much nicer seating spaces in the public areas and a functional office and workspace for the Youth Services staff. Installation will probably occur in late February or early March, but certainly in time for the 45<sup>th</sup> anniversary celebration.

**MOTION was made by Trustee Johnston, seconded by Trustee Jordan, to approve the KI Furniture Quote in the amount of \$11,020.50.**

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

**MOTION CARRIED.**

**UNFINISHED BUSINESS - None**

**AUDIENCE COMMENTS – None**

**ADJOURN**

**There being no further business, President Peterson declared the meeting adjourned at 7:36 PM.**

Respectfully submitted by Cynthia Cole,

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Theresa Sue Rekenthaler, Secretary