

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING  
June 12, 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 7:00 P.M. by President Sandra Peterson.

**PRESENT**

Trustees Adrienne Adams, Robert Johnston, Michelle Jordan, Drew Knobloch, Sandra Peterson, Sue Rekenhaller, and Library Director Cynthia Cole were present. Trustee Michelle Carter 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 May 8, 2018 Regular Meeting Minutes**

**MOTION was made by Trustee Rekenhaller, seconded by Trustee Jordan, to approve the May 8, 2018 Regular Meeting Minutes.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**CORRESPONDENCE AND ANNOUNCEMENTS**

**A. R/SG Chamber Events:**

1. Anderson's Anniversary Celebration, Sat. & Sun., June 23 & 24.
2. Charity Auto Show, Sun., July 29 from 10AM to 2PM, Internatic Parking Lot
3. Chamber Golf Outing, Wed., Aug. 8 at Twin Lakes Country Club

**TREASURER'S REPORT**

**A. Approve Warrant #12**

Warrant #12 in the amount of \$17,465.04 was reviewed for payment.

**MOTION was made by Trustee Johnston, seconded by Trustee Knobloch, to approve Warrant #12.**

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

**MOTION CARRIED.**

## **B. REVIEW MONTHLY BUDGET REPORT**

Director Cole advised that we are approximately \$22,000 under budget for the month ended May 31. She further advised that we are on track to meet our savings goal for FY18 and will likely exceed it due to lower than anticipated expenses in some categories. We have also received two tax distributions and should receive another one later this month.

## **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 Ordinance 2018-6-1 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 Johnston, seconded by Adams, to approve Ordinance 2018-6-1 Determining Prevailing Wage Rates.**

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

**MOTION CARRIED.**

### **B. Approve Ordinance 2018-6-2 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 9 conflicted with the Illinois Library Association Conference which is scheduled for October 9-11. She suggested we move the October meeting to the third Tuesday of the month which is October 16. There was consensus that this was acceptable to the trustees.

**MOTION was made by Trustee Knobloch, seconded by Trustee Jordan, to approve Ordinance 2018-6-2 Setting Meeting Dates.**

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

**MOTION CARRIED.**

### **C. Approve Resolution 2018-6-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 Knobloch, seconded by Trustee Adams, to approve Resolution 2018-6-A Authorizing Public Library District Non-Resident Cards**

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

**MOTION CARRIED**

**D. Approve Resolution 2018-6-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 FY17 Audit. The FY17 Audit reflects a general fund balance of \$339K. Based on that number, she is recommending we commit \$139K 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 FY19, but rather several small projects.

**MOTION was made by Trustee Knobloch, seconded by Trustee Jordan, to approve Resolution 2018-6-B Committing Fund Balances as Necessitated by GASB 54.**

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

**MOTION CARRIED**

**E. Approve RAILS/PrairieCat Intergovernmental Agreement**

Director Cole advised that this is the first official step in the migration to the RAILS/PrairieCat platform. All NIC libraries are approving the agreement for submission to RAILS by July 1. The agreements will be submitted to the Delegates Counsel at their July meeting and will be approved at that time. The migration project will kick-off in early fall with a go-live date in May of 2019.

**MOTION was made by Trustee Adams, seconded by Trustee Johnston, to approve The RAILS/PrairieCat Intergovernmental Agreement.**

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

**MOTION CARRIED**

**F. Review Director And Trustee Evaluations:**

President Peterson reviewed the trustee evaluations and noted that they were largely positive. There was a comment regarding improving our social media presence and discussion ensued on this topic. 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 of her and the staff.

**UNFINISHED BUSINESS -**

**A. Approve FY19 Working Budget**

Director Cole reviewed the FY19 Budget. Nothing has fundamentally changed from the version presented at the May meeting. The salary line includes a 2.5% COLA for all employees. As noted earlier, we do not have any large capital improvement projects planned, but several smaller ones including a technology upgrade and repairs to the roof. Trustee Johnston asked about the possibility of adding earthquake insurance to our insurance policy. Director Cole will contact our insurance agent for more information.

**MOTION was made by Trustee Johnston, seconded by Trustee Jordan, to approve the FY19 Working Budget.**

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

**MOTION CARRIED**

**AUDIENCE COMMENTS – None**

**ADJOURN**

**There being no further business, President Peterson declared the meeting adjourned at 7:43 PM.**

Respectfully submitted by Cynthia Cole,

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Theresa Sue Rekenhaller, Secretary