

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
October 16, 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 7:01 P.M. by President Sandra Peterson.

PRESENT

Trustees Adrienne Adams, Michelle Carter, Robert Johnston, Michelle Jordan, Drew Knobloch, Sandra Peterson, Sue Rekenhaller, 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 September 11, 2018 Public Hearing Minutes

MOTION was made by Trustee Johnston, seconded by Trustee Adams, to approve the September 11, 2018 Public Hearing Minutes.

Voice Vote: All in Favor

MOTION CARRIED

B. Approve September 11, 2018 Regular Meeting Minutes

MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve the September 11, 2018 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS - None

TREASURER'S REPORT

A. Approve Warrant #4

Warrant #4 in the amount of \$34,237.85 was reviewed for payment.

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

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

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we are approximately \$17,000 over budget for the month ending September 30, 2018. This is largely due to the installation of new computers for both staff and public workstations. As a reminder, we are receiving a grant from RAILS in the amount of \$11,480 that will offset approximately two-thirds of the cost.

LIBRARY DIRECTOR’S REPORT

Director Cole reminded the trustees that nominating petitions for library trustee are available at the Circulation Desk. The filing period begins December 10 and the filing deadline is Monday, December 17 at 5:00 PM.

COMMITTEE REPORTS

A. Community Communication Consortium Meeting

Minutes from the September 10, 2018 meeting were provided for review, although the meeting content was discussed at the September board meeting.

B. ILA Conference

Director Cole and Trustee Rekenhaller attended the ILA Conference last week and reported on the programs they attended. Trustee Rekenhaller also provided handouts on two programs she attended on Board/Staff Relationships and Liability Issues.

NEW BUSINESS –

A. Approve Resolution 2018-10-A Estimate of Funds Needed

The resolution was reviewed and Director Cole advised that this was the next step in the levy wherein the amount of revenue to be raised by taxation is determined. The estimate of \$682,000 is slightly higher than the county estimate of \$679,371.

MOTION was made by Trustee Knobloch, seconded by Trustee Adams, to approve Resolution 2018-10-A Estimate of Funds Needed.

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

MOTION CARRIED.

B. Review Employee Health Insurance Premiums for Calendar Year 2019

Director Cole provided a chart from LIMRiCC, our health care provider, which outlined the premium increase for 2019. Premiums will increase by 2% overall which is a relatively small increase and will amount to less than \$300 per year in additional costs for the library. Premiums for 2018 were flat over 2017 so LIMRiCC has done a good job in managing costs and we have budgeted sufficient funds to cover the increase for 2019.

C. Review Policy 404 Meeting Room Use

Director Cole advised that she would like to discuss current restrictions on who can use the meeting rooms. Currently we restrict meeting room use to civic or community groups. However, we have been getting a number of room requests from small businesses in the community that are looking for space to hold meeting or training sessions.

Director Cole reviewed a number of policies of other area libraries and found that they are all over the map in terms of who can use the rooms and for what purpose. However, she believes it would be beneficial to open up the rooms to other groups and charge a nominal fee of \$25 which could be used as a small revenue stream for programming and other events. Meeting room use would continue to be free to civic and community groups.

Discussion ensued regarding the various details of a policy change, but there was consensus to have Director Cole draft a revised policy to allow other groups to use the meeting rooms. Director Cole will provide a draft for review at the next meeting.

D. Discuss Outreach to Working Adults

Trustee Carter provided some suggestions on how we might be able to reach out to working adults making it more convenient for them to use the library. All suggestions will be reviewed with staff to determine interest and feasibility. However, Director Cole also advised that the PrairieCat migration will take up a significant amount of time in the coming months and it might be advisable to wait until we have migrated to determine what new capabilities we have and how to best deploy them.

UNFINISHED BUSINESS - None

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 8:10 PM.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenhaller, Secretary