

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
January 8, 2019**

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 December 11, 2018 Regular Meeting Minutes

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

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS –

A. ILA Trustee Workshop, Sat., Mar. 16 at Oak Brook Marriott – If anyone is interested in attending, please advise Director Cole and she will handle the registration. Anyone wishing to stay at the hotel the night before should make their room reservation by January 26 to get the ILA rate.

B. Business and Craft Expo – Director Cole advised that just this afternoon she received the information for the 2019 Business Expo. As previously discussed, the Richmond/Spring Grove Chamber has merged with the Fox Lake Chamber. The 2019 Expo is scheduled for Saturday, March 2 at Grant High School in Fox Lake. Upon discussion with staff members, Director Cole does not feel it would be beneficial for the library to participate as it would seem likely that given the location, we may not see a lot of traffic from our community. Also, the high school is right next door to the Fox Lake Library which may be confusing for people. It might make sense to see if the Expo is rotated between Fox Lake and Richmond and perhaps participate next year if it will be held locally. There was general consensus not to participate this year and see where the Expo is in 2020.

TREASURER’S REPORT

A. Approve Warrant #7

Warrant #7 in the amount of \$13,759.70 was reviewed for payment.

MOTION was made by Trustee Knobloch, seconded by Trustee Jordan, to approve Warrant #7.

**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 \$10,000 under budget for the month ending December 31, 2018.

LIBRARY DIRECTOR’S REPORT

Director Cole advised that we have a full slate for the April 2, 2019 Consolidated Election. Drew Knobloch, Sandy Peterson and Sue Rekenhaller are running for four-year terms and Brett Bieder, Rob Johnston and Michelle Jordan are running for two-year terms. The new terms will begin on Monday, May 20.

Director Cole also discussed the mailing of the board packets and was advised by the Richmond and Spring Grove postmasters that all mail must now be routed through the processing center in Palatine. This means that mail delivery will take a few extra days even if it is local. Options are to mail the packets a few days earlier or ask the trustees to pick up their packets at the Circulation Desk. Most trustees were agreeable to doing it either way, but Trustee Knobloch asked if we could try mailing the packets a few days earlier. Director Cole said she would try to get packets mailed on Tuesday instead of Thursday and see if the two extra days makes a difference in when the packets are delivered.

COMMITTEE REPORTS

A. None

NEW BUSINESS –

A. Approve Certification of Trustees

Director Cole advised that the certification is necessary so the county can identify individuals who need to complete a statement of economic interest. Submissions will once again be digital and everyone should receive an e-mail by February 1 with instructions for completing the statement and submitting it online. The deadline for submission is May 1. If anyone has problems submitting their form online, please advise Director Cole and she will work with the clerk’s office to resolve them. Trustee Jordan advised that her phone number was incorrect and Director Cole made the correction.

MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve the Certification of Trustees.

Voice Vote: All in Favor

MOTION CARRIED

B. Review of Closed Session Minutes

Director Cole advised that it once again time to do the bi-annual review of Closed Session Minutes to determine if any or all closed session minutes shall remain closed. We have two audio recordings, one of which from May of 2017 may be destroyed. A suggestion was made to wait until the next review so both audio recordings could be destroyed simultaneously.

MOTION was made by Trustee Rekenhaller, seconded by Trustee Johnston, that the Closed Session Minutes remain closed.

Voice Vote: All in Favor

MOTION CARRIED

C. Review and Accept FY18 Audit

Director Cole distributed copies of the FY18 Audit for review. The audit went very smoothly and no issues or concerns were raised by the auditors. Director Cole advised that the comment regarding preparation of financial statements is usual for small organizations such as ours and this is always part of the management letter provided by Eder as they noted. The good news is we show a reserve fund balance of \$427,248 which allows us to start planning some building projects. Director Cole suggested as part of the FY20 budget we should plan to update our facilities plan and begin the process of finding a new architectural firm. We do have several projects which we should start discussing including an update to the first floor restrooms along with the replacement of the lobby tile and a reconfiguration of the first floor Adult Services space which could include new furniture and shelving options. We may also want to discuss the addition of Study Rooms.

MOTION was made by Trustee Adams, seconded by Trustee Knobloch, to accept the FY18 Audit.

Voice Vote: All in Favor

MOTION CARRIED

UNFINISHED BUSINESS – None

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:32 PM.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenhaller, Secretary