

**NIPPERSINK PUBLIC LIBRARY DISTRICT
REGULAR BOARD MEETING
March 12, 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, 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 January 8, 2019 Regular Meeting Minutes

MOTION was made by Trustee Rekenhaller, seconded by Trustee Jordan, to approve the January 8, 2019 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS –

A. None

TREASURER'S REPORT

A. Approve Warrant #7 and #9

Warrant #7 in the amount of \$45,847.50, and Warrant #9 in the amount of \$8,349.32 were reviewed for payment.

MOTION was made by Trustee Johnston, seconded by Trustee Rekenhaller, to approve Warrant #7 and #9.

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 \$7,000 under budget for the month ending February 28, 2019.

LIBRARY DIRECTOR'S REPORT

Director Cole reminded the trustees that the Statement of Economic Interest filing deadline is May 1. If anyone did not receive the e-mail from the clerk's office or is having difficulty filing, please advise Director Cole so she can try to assist.

Director Cole further advised that we are still having difficulties with getting board packets to the trustees in a timely manner even though we have tried mailing them earlier in the week. Consensus was reached that trustees will pick-up their packets at the library to ensure that there is ample time for review. Director Cole will send an e-mail notification when the packets are available for pick-up, but they are generally ready by 3:00 PM on the Thursday prior to the meeting.

COMMITTEE REPORTS

A. Community Communication Consortium Meeting

Minutes were provided from the meeting which was held on Monday, March 10 at the library. Discussion was consistent with topics discussed over the last several meetings. Consensus was reached to meet only once a year in the spring. The next meeting will be held on Monday, April 13, 2020 at the library.

NEW BUSINESS –

A. Review of 2018 Circulation Stats

Director Cole reviewed the stats and also provided a five-year review of stats from 2014-2018. While circulation is down slightly for the period, Children's circulation has remained relatively stable and YA circulation has actually increased during the period. Given the library's demographic challenges this is good news. Use of e-books and digital materials has increased slightly while public computer use has remained relatively flat.

B. Review and Approve Revised Policy 302 Holidays

Director Cole advised that she has made revisions to the holiday policy to make scheduling challenges more manageable and reviewed those changes.

MOTION was made by Trustee Johnston, seconded by Trustee Rekenhaller, to approve Revised Policy 302 Holidays.

Voice Vote: All in Favor

MOTION CARRIED

C. Review and Approve Revised Policy 303 Vacations

Director Cole advised that she has not significantly changed the policy other than to make it clear how much time-off part-time employees, who are not eligible for paid vacation time, may request and the process for requesting time-off.

MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve Revised Policy 303 Vacations.

Voice Vote: All in Favor

MOTION CARRIED

D. Discuss Illinois Increase in Minimum Wage

Director Cole provided the timeline for the increases in the minimum wage to \$15.00 per hour by January 1, 2025. She also provided an analysis of the impact this would have on salary expense. While the impact on direct salary expense is likely manageable, the real concern will be with the increase in the costs of goods and services. While it is difficult to estimate how this will evolve, we should anticipate that all vendors will increase their prices to account for the increase in wages they have to pay.

UNFINISHED BUSINESS – None

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:45 PM.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenhaller, Secretary