

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR BOARD MEETING
August 18, 2020**

CALL TO ORDER

The Regular Meeting of the Board of Library Trustees of the Nippersink Public Library District 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, Brett Bieder, Robert Johnston, Drew Knobloch, Sandra Peterson, Sue Rekenhaller and Library Director Cynthia Cole were present. Trustee Michelle Jordan 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 July 14, 2020 Regular Meeting Minutes

MOTION was made by Trustee Adams, seconded by Trustee Knobloch, to approve the July 14, 2020 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

A. None

TREASURER'S REPORT

A. Approve Warrant # 2

Warrant #2 in the amount of \$17,219.57 was reviewed for payment.

MOTION was made by Trustee Rekenhaller, seconded by Trustee Bieder, to approve Warrant #2.

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

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we are approximately \$4,000 over budget for the month ending July 31, 2020. This is largely due to the fact that July was a three paycheck month and will even out.

LIBRARY DIRECTOR'S REPORT

Director Cole advised that most of the items in her report are on the agenda, however, she wished to inform everyone that the nominating petitions for the 2021 Consolidated Election will be available beginning September 22. We will have four 4-year terms on the ballot. The election is scheduled for April 6, 2021 and the new terms will begin on May 17, 2021 and run through May of 2025. We will put a piece in the fall newsletter with this information and also post it on the website.

COMMITTEE REPORTS

A. None

NEW BUSINESS

A. Review Tentative Draft of Ordinance 2020-9-1 Combined Annual Budget and Appropriation Ordinance.

Director Cole advised that the B&A Public Hearing is scheduled for Tuesday, September 8 at 7:00 PM, immediately prior to the Regular Meeting. The notice of hearing was published in the Northwest Herald on July 26, a minimum of 30 days prior to the hearing, and a draft of the ordinance was posted on the website, since the building is not currently open. Director Cole further advised that the B&A Ordinance is always significantly inflated over the working budget as it represents our authority to spend money and we want to make sure we have appropriated adequate amounts for any issues that may arise during the fiscal year.

B. Approve Purchase of New Copy Machines

Director Cole presented a proposal to replace the two copy machines we currently own. Both machines were purchased in 2010 and have exceeded the parts replacement guarantee by three years. If they were to break down, we may not be able to get parts or get them repaired at all. We would replace the current copiers with Ricoh copiers, which are the same brand we purchased in 2010, due to the seven-year parts guarantee.

MOTION was made by Trustee Adams, seconded by Trustee Johnston, to approve the purchase of two new copiers in the amount of \$8,698.25.

**Roll Call Vote: Ayes: Adams, Bieder, Johnston, Knobloch, Peterson, Rekenhaler
Nays: None**

MOTION CARRIED

C. Discuss Phase 2 (First Floor) of Lighting Upgrade Project

Director Cole asked if we are ready to consider proceeding with Phase 2 of the Lighting Upgrade Project which would upgrade the lighting on the first floor. We completed Phase 1 (second floor) last winter with the plan do to Phase 2 this fall. ComEd will continue to provide rebates through 2021, but the amount could be reduced over the 2020 rebate and we wouldn't have that information until later this year. We would plan to work with Verde Energy Efficiency Experts who did Phase 1. Consensus was reached to move ahead and get an estimate from Verde to complete Phase 2.

UNFINISHED BUSINESS -

A. Review Library Phased Reopening Plan

Director Cole advised that curbside service continues to do well and we are planning to expand hours of service after Labor Day. We have gotten several requests from patrons who would like to be able to pick up materials before 10 AM, since many of them are taking advantage of senior

shopping hours. We will also expand our hours later in the day for individuals who work and parents who may need materials for their children. The school districts are beginning remote instruction for all grade levels beginning August 24.

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:53 P.M.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenhaler, Secretary