

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
REGULAR BOARD MEETING  
October 13, 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, 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 8, 2020 Public Hearing Minutes**

**MOTION** was made by Trustee Bieder, seconded by Trustee Knobloch, to approve the September 8, 2020 Public Hearing Minutes.

**Voice Vote: All in Favor**

**MOTION CARRIED**

**B. Approve September 8, 2020 Regular Meeting Minutes**

**MOTION** was made by Trustee Bieder, seconded by Trustee Knobloch, to approve the September 8, 2020 Public Hearing Minutes.

**Voice Vote: All in Favor**

**MOTION CARRIED**

**CORRESPONDENCE AND ANNOUNCEMENTS**

A. None

**TREASURER'S REPORT**

**A. Review and Approve Warrant #4**

Director Cole advised that the bookkeeper is currently in quarantine due to being exposed to someone who tested positive for COVID. When she returns, she and Director Cole have Treasurer Adams come in to sign checks and review the warrant.

**B. REVIEW MONTHLY BUDGET REPORT**

There was no budget report for September, but Director Cole advised that property tax distributions were coming in as anticipated.

## **LIBRARY DIRECTOR'S REPORT**

Director Cole reminded the trustees that nominating packets for the library board are available.

## **COMMITTEE REPORTS**

**A. None**

## **NEW BUSINESS**

### **A. Approve Resolution 2020-10-A Estimate of Funds Needed**

Director Cole advised that we have not yet received the 2020 tax extension projections from the county. She did advise that the CPI for 2020 taxes was 2.3% and she was also advised by the assessor that there was a significant amount of new property. Based on this information, the estimate was set at \$725K which represents an increase of 4.22% over the 2019 tax extension.

**MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve Resolution 2020-10-A Estimate of Funds Needed.**

**Roll Call Vote: Ayes: Adams, Bieder, Johnston, Jordan, Knobloch, Peterson, Rekenhaller**

**Nays: None**

### **MOTION CARRIED**

### **B. Review and Approve Revised Policy 302 Borrowing Privileges and Registration Requirements**

Director Cole advised that she revised this policy to make the requirements for getting a library card clearer and to address the issue of the minimum age required to independently get a library card. It was recommended by counsel that the minimum age for getting a library card independently should be 18, as minors are not allowed to enter into contracts in the State of Illinois. A library card is considered a contractual obligation in regard to fines and fees.

Discussion ensued regarding the need to clarify the registration requirements for individuals not living in the library district, but who own property within the district. Director Cole will add language to make those requirements clearer.

**MOTION was made by Trustee Bieder, seconded by Trustee Rekenhaller, to approve Revised Policy 302 Borrowing Privileges and Registration Requirements, as amended.**

**Roll Call Vote: Ayes: Adams, Bieder, Johnston, Jordan, Knobloch, Peterson, Rekenhaller**

**Nays: None**

### **C. Review Employee Health Insurance Renewal for 2021**

Director Cole presented the insurance renewal rates for 2021. LIMRiCC, our insurance consortium, has elected to move from Blue Cross/Blue Shield to AETNA effective January 1, 2021. BC/BS presented a renewal contract with an increase of 14% due to several large claims in 2020. LIMRiCC then opted to put the contract out to bid with AETNA and United Health Care. AETNA came back with the most competitive bid and agreed to leave current premium rates flat for 2021. AETNA also has an approximate 97% overlap with BC/BS providers. Hopefully, they will be efficient with claims processing as well.

**D. Review and Approve Staffing Adjustments**

President Peterson advised that she had asked Director Cole to provide salary survey data for various positions within the library. As expected, most of the staff are paid below the market range, but this isn't surprising given our budgetary challenges. Director Cole also provided a current salary schedule for review and the adjustments recommended by President Peterson. Discussion ensued regarding the need to increase salaries to meet the \$15 per hour minimum wage and look at overall salary structure to avoid wage compression within pay ranges. This issue will continue to be part of the long-range budget process as the minimum wage increases annually between now and 2025.

**MOTION was made by Trustee Johnston, seconded by Trustee Bieder, to approve the revised salary schedule as presented.**

**Roll Call Vote: Ayes: Adams, Bieder, Johnston, Jordan, Knobloch, Peterson, Rekenthaler**

**Nays: None**

**UNFINISHED BUSINESS -**

**A. Review Library Phased Reopening Plan**

Director Cole advised that an employee has tested positive for COVID and two other employees were potentially exposed. All are now in quarantine until they test negative and are symptom-free. Unfortunately, this turn of events meant we had to close the building after being open for only one week. Our hope is to reopen the building the week of October 26 and expand curbside service hours.

**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,

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Theresa Sue Rekenthaler, Secretary