

**NIPPERSINK PUBLIC LIBRARY DISTRICT  
BOARD OF LIBRARY TRUSTEES  
REGULAR MEETING  
January 11, 2022**

**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 7:01 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 December 14, 2021 Regular Meeting Minutes**

**MOTION** was made by Trustee Johnston, seconded by Trustee Bieder, to approve the December 14, 2021 Regular Meeting Minutes.

**Voice Vote: All in Favor**

**MOTION CARRIED**

**B. Approve December 14, 2021 Closed Session Minutes**

**MOTION** was made by Trustee Rekenhaller, seconded by Trustee Knobloch, to approve the December 14, 2021 Closed Session Minutes.

**Voice Vote: All in Favor**

**MOTION CARRIED**

**CORRESPONDENCE AND ANNOUNCEMENTS** - None

**TREASURER'S REPORT**

**A. Review and Approve Warrant #7**

Warrant #7 in the amount of \$30,343.06 was reviewed for payment.

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

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

**Nays: None**

**MOTION CARRIED**

**B. REVIEW MONTHLY BUDGET REPORT**

Director Cole advised that we came in approximately \$15,000 under budget for the month ending December 31, 2021.

**LIBRARY DIRECTOR’S REPORT**

All items on the agenda are in the Director’s Report.

**COMMITTEE REPORTS** - None

**NEW BUSINESS** –

**A. Approve Certification of Trustees**

The Certification of Trustees is used to determine who needs to complete a Statement of Economic Interest for 2022.

**MOTION was made by Trustee Adams, seconded by Trustee Knobloch, to accept the Certification of Trustees.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**B. Review Closed Session Minutes**

Director Cole advised that we needed to do the required bi-annual review of the Closed Session Minutes to decide whether to keep the minutes closed.

**MOTION was made by Trustee Knobloch, seconded by Trustee Bieder, to keep the Closed Session Minutes closed.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**C. Review and Approve Revised Policy #321 Public Comment at Library Board Meetings**

Attorney Smith advised that we amend the policy to state that the board will not review anonymous correspondence. Attorney Smith provided the recommended language.

**MOTION was made by Trustee Johnston, seconded by Trustee Adams, so approve Revised Policy #321 Public Comment at Library Board meetings.**

**Voice Vote: 6 Ayes  
1 Nay**

**MOTION CARRIED**

**D. Review and Approve Revised Policy #505 Grievance Procedure Policy**

Director Cole advised that the policy had been amended to focus on the timeliness and specificity of grievances/complaints and added a reminder regarding the appropriate channels for review and resolution. A form was also added to facilitate the process. Upon discussion, some of the language was slightly amended and Director Cole will make the changes as discussed.

**MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve Revised Policy #505 Grievance Procedure Policy.**

**Voice Vote: All in Favor**

**MOTION CARRIED**

**E. Review and Approve Assistant Director of Library Operations Position**

Director Cole provided a job description and salary recommendations for the new position.

**MOTION was made by Trustee Knobloch, seconded by Trustee Bieder, to promote Kathy Christenson to Assistant Director of Library Operations at an annual salary of \$50,700.00, to be effective immediately.**

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

**Nays: None**

**MOTION CARRIED**

**UNFINISHED BUSINESS** –

**A. Review Building Operations and Indoor Mask Mandate**

The Illinois Indoor Mask Mandate remains in effect and we continue to ask all visitors to comply. Director Cole recommended that we maintain current service levels including hours of operation, keeping the meeting rooms closed and maintaining the moratorium on in-person programming. Consensus was reached to maintain current service levels.

**AUDIENCE COMMENTS** – None

**ADJOURN**

There being no further business, President Peterson declared the meeting adjourned at 8:02 P.M.

Respectfully submitted by Cynthia Cole,

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Theresa Sue Rekenthaler, Secretary