

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING
November 14, 2023**

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 Drew Knobloch.

PRESENT

Trustees Adrienne Adams, Brett Bieder, Heather Evenson, Robert Johnston, Michelle Jordan, Drew Knobloch, 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 October 10, 2023 Regular Meeting Minutes

MOTION was made by Trustee Bieder, seconded by Trustee Evenson, to approve the October 10, 2023 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

B. Approve October 30, 2023 Special Meeting Minutes

MOTION was made by Trustee Johnston, seconded by Trustee Jordan, to approve the October 30, 2023 Special Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

C. Approve November 2, 2023 Special Meeting Minutes

MOTION was made by Trustee Bieder, seconded by Trustee Evenson, to approve the November 2, 2023 Special Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

D. Approve October 30, 2023 Closed Session Minutes

MOTION was made by Trustee Jordan, seconded by Trustee Johnston, to approve the October 30, 2023 Closed Session Minutes.

Voice Vote: All in Favor

E. Approve November 2, 2023 Closes Session Minutes

MOTION was made by Trustee Bieder, seconded by Trustee Evenson, to approve the November 2, 2023 Closed Session Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

A. None

UNFINISHED BUSINESS

A. President Knobloch opted to move Closed Session – Personnel ILCS 102/2(c)(1) to the top of the agenda.

MOTION was made by Trustee Bieder, seconded by Trustee Rekenthaler to move into Closed Session under 5 ILCS 102/2(c)(1) at 7:05 PM.

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

Nays: None

MOTION was made by Trustee Bieder, seconded by Trustee Jordan to return to Open Session at 7:45 PM.

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

Nays: None

TREASURER'S REPORT

A. Review and Approve Warrant #5

Warrant #4 in the amount of \$19,194.38 was reviewed for payment.

MOTION was made by Trustee Johnston, seconded by Trustee Bieder, to approve Warrant #5.

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

Nays: None

MOTION CARRIED

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we came in approximately \$46,000.00 under budget for the month ending October 31, 2023.

LIBRARY DIRECTOR'S REPORT

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

COMMITTEE REPORTS – Serving our Public Chapters 9-13 were reviewed for the FY24 Per Capita Grant application.

NEW BUSINESS –

A. Approve Ordinance 2023-11-1 Levy and Assessment of Taxes.

The levy was set at \$807,000 slightly less than the Estimate of Funds Needed approved in October due to communication from the clerk's office that we could not increase funds on the Revenue Recapture Line, only the regular capped lines.

MOTION was made by Trustee Bieder, seconded by Trustee Adams, to approve Ordinance 2023-11-1 Levy and Assessment of Taxes.

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

Nays: None

MOTION CARRIED

B. Approve StudioGC Proposal for Management of the Elevator Project

Director Cole advised that the elevator project has been delayed and may not happen until January and possibly February. As discussed when the project was approved, there is additional work that may need to be done in conjunction with the elevator upgrade, including fire prevention, electrical and plumbing upgrades. StudioGC will provide management services for the amount of \$8,500 to coordinate the project and all the subcontractors that will be involved.

MOTION was made by Trustee Bieder, seconded by Trustee Johnston, to approve the Studio GC Proposal in the amount of \$8,500.

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

Nays: None

MOTION CARRIED

C. Discuss Repurposing Former Board Room to Business Office

Director Cole advised that we are woefully short on storage space for all the records we need to retain. Many of these records require permanent retention and others have many years until they meet their retention deadline. The storage room off of the Youth Services Department is not acceptable for this purpose because it isn't secure and items might be disposed of in error. Since it is unlikely we will transition back to using that space as a board or meeting room, she suggested we repurpose that space for storage purposes. Consensus was to repurpose the former board room for record storage and retention space.

D. Discuss Paid Leave for All Workers Act effective 1/1/24 (820 ILCS 192)

Director Cole outlined the changes the act will require primarily giving paid leave to all workers, including part-time, seasonal and temporary workers. The law goes into effect at the first of the year, but thus far final rules have not been promulgated, but we have to have something on record by 1/1/24. Director Cole will draft a policy for review at the November meeting although we may not have the final rules by then.

UNFINISHED BUSINESS

A. Review and Approve Paid Leave for All Workers Policy (Effective 1/1/24)

Director Cole

Director Cole advised that the Act will become law effective January 1, 2024, however, final rules are not anticipated to be published until March 31, 2024. The policy as drafted meets the current requirements for compliance, but may need to be amended when the final rules are

published. However, we need to have a policy approved and implemented by the January 1, 2024 deadline.

MOTION was made by Trustee Adams, seconded by Trustee Jordan, to approve the Pail Leave for All Workers Policy as drafted.

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

Nays: None

MOTION CARRIED

ADDITIONS - None

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 8:07 P.M.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenthaler, Secretary