

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR MEETING
December 12, 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 6:37 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 – Dana Fanslow, Library Director Candidate

ADDITIONS – None

MINUTES

A. Approve November 14, 2023 Regular Meeting Minutes

MOTION was made by Trustee Rekenhaller, seconded by Trustee Bieder, to approve the November 14, 2023 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

B. Approve November 14, 2023 Closed Session Meeting Minutes

MOTION was made by Trustee Johnston, seconded by Trustee Jordan, to approve the November 14, 2023 Closed Session Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

C. Approve November 18, 2023 Special Meeting Minutes

MOTION was made by Trustee Bieder, seconded by Trustee Evenson, to approve the November 18, 2023 Special Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

D. Approve November 18, 2023 Closed Session Minutes

MOTION was made by Trustee Bieder, seconded by Trustee Evenson, to approve the November 18, 2023 Closed Session Minutes.

Voice Vote: All in Favor

CORRESPONDENCE AND ANNOUNCEMENTS

A. None

TREASURER’S REPORT

A. Review and Approve Warrant #6

Warrant #6 in the amount of \$43,608.54 was reviewed for payment.

MOTION was made by Trustee Johnston, seconded by Trustee Bieder, to approve Warrant #6.

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 \$52,000.00 under budget for the month ending November 30, 2023.

LIBRARY DIRECTOR’S REPORT

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

COMMITTEE REPORTS – None

NEW BUSINESS –

A. Approve Revised Policy 501 Hours of Operation

Director Cole suggested that we officially make our Monday through Thursday closing time 8:00 PM as we don’t have enough traffic after 8:00 PM to justify a 9:00 PM closing time.

MOTION was made by Trustee Johnston, seconded by Trustee Jordan, to approve Revised Policy 501 Hours of Operation.

Voice Vote: All in Favor

MOTION CARRIED

B. FY23 Audit Presentation

Edwin Rivera of Lauterbach & Amen was present to give a presentation on the process and the final report for the FY23 Audit. Edwin noted that all went smoothly and there were no issues or discrepancies noted in the audit. He did recommend that the board consider fund balance policies for both the general and the special reserve funds. L&A has sample policies we can use and can help us with this process. It was suggested this could be accomplished when the board begins to work on the Capital Improvement Plan.

C. Accept FY23 Audit

MOTION was made by Trustee Bieder, seconded by Trustee Adams, to accept the FY23 Audit Report.

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

Nays: None

MOTION CARRIED

D. Designate Check Signers

Director Cole advised that we will need to designate new check signers with the change in administration. Adrienne Adams will remain a check-signer as the Treasurer. Consensus was reached to appoint the new director and Trustee Rekenhaller as check signers. Director Cole will coordinate with the bank.

E. President Knobloch opted to move Closed Session – Personnel ILCS 102/2(c)(1)

MOTION was made by Trustee Adams, seconded by Trustee Bieder, to move into Closed Session under 5 ILCS 102/2(c)(1) at 7:09 PM.

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

Nays: None

MOTION CARRIED

MOTION was made by Trustee Bieder, seconded by Trustee Evenson, to return to Open Session at 7:53 PM.

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

Nays: None

MOTION CARRIED

F. Action After Closed Session

MOTION was made by Trustee Bieder, seconded by Trustee Evenson, to offer the position of Library Director to Dana Fanslow.

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

Nays: None

MOTION CARRIED

UNFINISHED BUSINESS

A. Discuss Director Transition

Director Cole provided a short outline of the transition schedule. Her actual last day in the building will be on or around January 5, but she will be available through January 19 to do specific training on banking, payroll, payables and an overview of the board packet process.

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 8:03 P.M.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenhaller, Secretary