

NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
AUGUST 13, 2024; 7:00 PM at the Library 5418 Hill Rd, Richmond, IL

CALL TO ORDER; Recognition of Secretary

The Regular Meeting of the Board of Library Trustees of Nippersink Public Library District at the Nippersink Library, 5418 Hill Rd. Richmond, Illinois, was called to order at 7:01 p.m. by President Knobloch.

PRESENT

Trustees Brett Bieder, Sue Rekenhaller, Drew Knobloch, Adrienne Adams, Michelle Jordan, and Heather Evenson and Library Director were present.

ABSENT

Trustee Robert Johnston was absent.

RECOGNITION OF SECRETARY

Trustee Rekenhaller was recognized as secretary. Director Fanslow volunteered to act as recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE

Yoni Nielson, Assistant to the Director

ADDITIONS

None.

MINUTES

- a. Approve July 9, 2024, Special Meeting Minutes
Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve the July 9, 2024, Special Meeting Minutes.
Voice Vote: All in Favor
MOTION PASSES

- b. Approve July 9, 2024, Regular Meeting Minutes
Motion was made by Trustee Adams, Second by Trustee Rekenhaller, to approve the July 9, 2024, Regular Meeting Minutes.
Voice Vote: All in Favor
MOTION PASSES

CORRESPONDENCE AND LIBRARY NEWS

1. ACT sent a "Thank You" card and \$100 gift certificate.
2. ILA Trustee renewals for Trustees Adams and Evenson.
3. Ordinance 2024-7-1 was posted in Northwest Herald on July 20, 2024.
4. A news report about a school employee posted on personal social media was fired. Reminder that "what you say on social media can affect your job".

5. Stardust Animal Sanctuary notification of PTAX-300 application for non-homestead property tax exemption.

TREASURER'S REPORT

- a. Review and Approve Warrant #2*
Warrant #2 in the amount of \$36,672.44 was reviewed for payment.
Motion was made by Trustee Bieder, Second by Trustee Jordan to approve the Warrant #2.
Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.
Nays: None.
MOTION PASSES

- b. Review Monthly Budget Report
Month of July has three major expenses: Personnel, due to health insurance paid for three months. Building Operations will continue to be high as we work through our elevator updates.

SPECIAL REPORTS

Library Director

Director Fanslow highlights that 2 staff members, a Board member, and 7 family members walk for NPLD during the 4th of July Parade.

Director Fanslow highlights that during the all-staff meeting on August 2, the Richmond Fire Department came and trained and certified 12 of the staff members in CPR.

Director Fanslow reminded the Board of Trustees on a webinar on August 24 at 11:30am in the Meeting Room.

Director Fanslow reports that we are partnering with Woodstock Public Library on a program – Keeping Cool Under Pressure – on September 6 at the Woodstock Public Library. There will be a total of 7 staff attending – Alicia, Barb, Julie, Linda, Cindy, Yoni, and Jane.

Director Fanslow reports that staff signed up for a virtual conference under Association for Rural and Small Libraries (ARSL) on September 11-14.

Director Fanslow reports that PUG day under PrairieCat offers a virtual conference on September 26 and 27.

Director Fanslow reports that 3 employees will be attending the ILA Annual Conference in Peoria, IL.

Director Fanslow highlights that all the employees were given their reviews.

Director Fanslow highlights the next phase of her as a Director will be personnel management and operational procedures.

Director Fanslow reports that Summer Reading was up from last year.

Director Fanslow reports that a Youth Services Clerk was hired – Emily Nicol.

Director Fanslow highlights on the Policy Review Cycle.

Director Fanslow reports on the facility updates. Book drop was moved under the awning but working with some issues and solutions. Elevator's electrical portion was done by LoDestro. Johnson Control will finish the alarm programming on August 23. The roof has some noticeable leaks after the last storm. Moving forward, we can repair just the problem area of new roof altogether.

ADULT SERVICES

A page or report in included in the Board Packet.

YOUTH SERVICES

A page or report in included in the Board Packet.

Committee Reports

None.

UNFINISHED BUSINESS (All possible action items)

- a. Policies – First Reading
 - i. Employee Policies
 - 1. Dress Guidelines & Name Badges
 - 2. Wage & Salary Guidelines
 - 3. Performance Evaluations
 - 4. Promotions & Transfers
 - 5. Termination of Employment
 - ii. Notary Services Policy

- b. Secretary's Audit
President Knobloch and Trustee Johnston are tasked to do the Secretary's Audit

NEW BUSINESS (All possible action items)

- a. Review Tentative Ordinance 2024-9-1, Combined Annual Budget & Appropriation Ordinance

Motion was made by Trustee Adams, Second by Trustee Rekenthaler, to approve the Combined Annual Budget & Appropriation Ordinance for the Public Hearing on September 10, 2024.

Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.

Nays: None.

MOTION PASSES

- b. Election – the 2025 consolidated election dates list was handed out.
c. Fair Labor Standards Act

Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve moving the one employee who is affected by the Fair Labor Standards Act from a salaried employee to an hourly employee.

Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.

Nays: None.

MOTION PASSES

- d. Roof – Director Fanslow will reach out to NIR to patch the leak but will start the discussion with roofing companies to replace the roof in the spring.

- e. Insurance

Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve to switch insurance providers to Utica National and enroll in the recommendations minus Flood and Employee Benefits insurance.

Roll call Vote: Ayes: Knobloch, Bieder, Evenson, Rekenthaler, Jordan, Adams.

Nays: None.

MOTION PASSES

- f. Treasurer's Bond – with the move to Utica National, the Library insurance coverage will now take the place of the Treasurer's Bond.

TRUSTEE TRAINING

A 10-minute video was played: "What It Means to Be a Trustee."

AUDIENCE COMMENTS

None.

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 8:32 p.m.

Respectfully submitted by Dana Fanslow

Theresa Sue Rekenhaler, Secretary