

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
DECEMBER 10, 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 7:00 p.m. by President Knobloch.

PRESENT

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

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

RECOGNITION OF MEMBERS OF THE AUDIENCE

Ash Lee Simons, Youth Services Manager
Yoni Nielson, Assistant to the Director
Keith Schleiffer, Patron
Sandy Peterson, Patron
Robin Johnston, Patron

AUDIT PRESENTATION

Jennifer Martinson, representative from Lauterbach & Amen talked to the Board of Trustee via Zoom.

ADDITIONS

None.

AUDIENCE COMMENTS

Sandy Peterson shared with the board a letter she wrote to the newspaper.

EXECUTIVE SESSION

ILCS 102/2 (C)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel of the public body to determine its validity.

Motion was made by Trustee Bieder, Second by Trustee Rekenhaller, to approve the Executive Session pursuant to ILCS 102/2 (c)(1) to discuss personnel

Voice Vote: All in Favor

MOTION PASSES

Closed Session at 7:11 pm.

Motion to move back into Regular Session at 8:11pm

Motion was made by Trustee Evenson, Second by Trustee Jordan, to approve to move back to Regular Session.

Voice Vote: All in Favor

MOTION PASSES

Motion was made by Trustee Rekenhaller, Second by Trustee Bieder to look to RAILS for a mediator for the staff.

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

Nays: None

MOTION PASSES

MINUTES

- a. Approve November 12, 2024, Strategic Planning Committee Meeting Minutes

Motion was made by Trustee Bieder, Second by Trustee Rekenhaller, to approve the November 12, 2024, Strategic Planning Committee Meeting Minutes.

Voice Vote: All in Favor

MOTION PASSES

- b. Approve November 12, 2024, Regular Meeting Minutes

Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the November 12, 2024, Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION PASSES

- c. Approve November 12, 2024, Closed Session Meeting Minutes (The Minutes will be handed out during the regular meeting and will be collected after the motion)

Motion will be tabled until next Meeting.

CORRESPONDENCE AND LIBRARY NEWS

1. Thanksgiving Card from the McGreevys and Deiters & Todd.
2. The distribution report from McHenry County Treasurer's Office is shown

TREASURER'S REPORT

- a. Review and Approve Warrant #6
Warrant #1 in the amount of \$36,672.44 was reviewed for payment.

Motion was made by Trustee Adams, Second by Trustee Bieder to approve the Warrant #6 in the amount of \$35,480.09.

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

Nays: None.

MOTION PASSES

- b. Review Monthly Budget Report
Month of November has three pay periods, final payment for the elevator, and the annual audit payment.

SPECIAL REPORTS

Library Director

Library Operations Highlights - Director Fanslow highlights that the packets for the Board ballot are submitted. The position for Adult Services and Circulation Manager is posted and will be filling this position by January 2025. Staff dinner will be on January 17. On December 6, we had All Staff Training.

Facility Updates – Director Fanslow updated the Board that the elevator buttons on both floors are unresponsive and replacement part has been ordered and scheduled to install on December 5 or 6. We passed the fire alarm inspection on November 19. We also passed the water testing on November 25. All reports are enclosed in the board packet.

Library Board President

Board President Knobloch reports on the different meetings he had with Director Fanslow. Report is attached in the board packet.

Youth Services

Youth Services Manager Simons reports that winter holidays decorations for all December holidays will be shown on the second floor. There will be two local community events that the library will be participating in. Illinois Your Services Institute (IYSI) is a 2-day conference that she will be attending in. Cataloging and processing of kids and young adult books are completely moved to the Youth Services.

Strategic Planning Committee Reports

Director Fanslow & Simons discussed the upcoming Open House.

UNFINISHED BUSINESS (All possible action items)

- a. Policies
 - i. Public Policies
 - 1. Security Camera Policy
 - 2. Public Comment Policy for Board Meetings
 - 3. Library Board of Trustees Mail Handling Policy

Motion was made by Trustee Bieder, Second by Trustee Evenson, to approve Public Policies 1-3: Security Camera Policy, Public Comment Policy for Board Meetings, and Library Board of Trustees Mail Handling Policy.

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

Nays: None

MOTION PASSES

ii. Employee Policies

1. Employment, Wage, & Salary Administration

- a. Employment Eligibility Policy
- b. Background Check Policy
- c. Employment Classification & Status Policy
- d. Work Breaks Policy
- e. Payroll Policy
- f. Timekeeping Policy

Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the Employee Policies: Employment, Wage, & Salary Administration a-f, Employment Eligibility Policy, Background Check Policy, Employment Classification & Status Policy, Work Breaks Policy, Payroll Policy, and Timekeeping Policy.

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

Nays: None

MOTION PASSES

2. Paid Leave For All Workers Act (PLAWA) Policy

3. Remote Work Policy

Motion was made by Trustee Adams, Second by Trustee Bieder, to approve the Paid Leave for All Workers Act Policy and Remote Work Policy

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

Nays: None

MOTION PASSES

b. Roof

Motion was made by Trustee Adams, Second by Trustee Rekenhaller, to approve the roof repair by NIR for the amount of \$4,563.00.

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

Nays: None

MOTION PASSES

NEW BUSINESS (All possible action items)

- a. Bank – Director Fanslow will start looking at different banking options.
- b. Library Attorney
Motion was made by Trustee Adams, Second by Trustee Bieder, to approve to move forward with Ancel Glink as Nippersink Public Library district’s legal firm
Roll call Vote: Ayes: Knobloch, Bieder, Rekenthaler, Jordan, Johnston, Adams, Evenson
Nays: None
MOTION PASSES
- c. Library closure
Motion was made by Trustee Bieder, Second by Trustee Johnston, to approve the Library Closure on January 12 to January 18 for shelf shifting.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenthaler, Jordan, Johnston, Adams, Evenson
Nays: None
MOTION PASSES
- d. Staff Training
Motion was made by Trustee Rekenthaler, Second by Trustee Jordan, to approve the full team leadership series with Martina Mathisen.
Roll call Vote: Ayes: Knobloch, Bieder, Rekenthaler, Jordan, Johnston, Adams, Evenson
Nays: None
MOTION PASSES

TRUSTEE TRAINING

A 10-minute video was played regarding the Board Ethics.

ADJOURN

There being no further business, President Knobloch declared the meeting adjourned at 9:13 p.m.

Respectfully submitted by Dana Fanslow

Theresa Sue Rekenthaler, Secretary