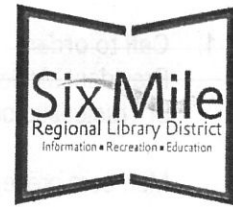


Board Meeting Minutes  
 October 11, 2011  
 2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 7:00 p.m.	
2	Approval of Agenda	Approved
3	Approval of Minutes Approve minutes of the September 13, 2011 regular board meeting	Approved
6	Payment of Bills Approve the September 2011 invoices in the amount of \$156,395.47. Approve use of reserved restricted building funds for the City of Granite City invoice regarding Ameren services in the amount of \$32,543.65..	Roll call – approved
7	Financial Statements Accept the financial statements for September 2011 as presented	Roll call - approved
8 a	Audit Accept the 2010-2011 Audit as presented.	Roll call - approved
14	Adjournment Adjournment of the board meeting at 8:47 p.m.	Approved

1. Call to order

President McDonnell presided and called the regular meeting of the Six Mile Regional Library District Board of Trustees to order at 7:00 p.m.

Members present:

Ms. Mary Jo Akeman	Trustee
Mr. Chris Hutchings	Trustee (arrived at 7:07)
Ms. Jane Isenburg	Secretary
Ms. Linda McDonnell	President
Ms. Deborah von Nida	Trustee

Members Absent:

Mr. Ron Selph	Vice President
Ms. Mary Trimmer	Treasurer

Others Present:

Ms. Tina Hubert	Director
Mr. Tallin Curran	Information Technology Manager

2. Approval of agenda

Motion: Von Nida                      Second: Akeman

MOVE TO APPROVE THE AGENDA

Motion carried.

3. Approval of minutes

Motion: Akeman                      Second: Isenburg

MOVE TO APPROVE THE MINUTES OF THE September 13, 2011 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

4. Open Forum

None

5. Communications

- Illinois State Library memorandum regarding Try-It! Illinois
- Thank you card from Early Head Start and 3-5 Home Based Children, Parents, & Staff to Donna Asbeck for her help
- Thank you card from Jean Hileman to Tina Hubert for her help at the Patio Book Sale
- Official letter of intent to retire on June 20, 2012 from Donna Asbeck, Children's Coordinator
- Incident reports:
  - Youth Department, September 19, patron bicycle stolen, police were called

Mr. Hutchings arrived at 7:07 p.m.

6. **Payments of bills**

Motion: Akeman Second: Von Nida

**THAT THE FOLLOWING INVOICES BE APPROVED FOR PAYMENT AS PRESENTED:**

**September 2011 - \$156,395.47**

**That the City of Granite City invoice for 24-months of Ameren services in the amount of \$32,543.65 be paid from the reserved restricted building fund.**

Roll Call:

Ms. Akeman	Yes	Mr. Selph	Absent
Mr. Hutchings	Yes	Ms. Trimmer	Absent
Ms. Isenburg	Yes	Ms. von Nida	Yes
Ms. McDonnell	Yes		

Motion carried.

7. **Financial Statements**

Motion: Von Nida Second: Akeman

**ACCEPT THE FINANCIAL STATEMENTS FOR September 2011 AS PRESENTED**

Roll Call:

Ms. Akeman	Yes	Mr. Selph	Absent
Mr. Hutchings	Yes	Ms. Trimmer	Absent
Ms. Isenburg	Yes	Ms. von Nida	Yes
Ms. McDonnell	yes		

Motion carried.

8. **Director's report of the library**

- a. Public Library Association conference March 13-14, 2012 was discussed. Director Hubert gave trustees a listing of conference workshops. Director Hubert is registered for the conference; trustees who wish to attend should be registered by January 13, 2012 (any trustee who attends PLA conference will also become a PLA member).
- b. Computer usage per district building was discussed. IT Manger Curran provided a chart showing computer usage for each building each month. The District experienced the most computer usage during August 2011 with 2,526 uses (Delmar Avenue had 1,786 – it's most use ever – and Johnson Road had 740 – it's second most use ever). The District experienced the second-most computer usage with 2,262 uses. We will continue to monitor computer use.
- c. Circulation per building for each hour each respective building was open was discussed. IT Manager Curran supplied Director Hubert with a chart showing the average number of items checked out per building per hour open. The findings show that teen and children's materials check out much more at the Delmar Avenue building, and adult materials are fairly even between the buildings. During August an average of 26.5 items checked out from the Delmar Avenue building for every hour the library was open; an average of 28 items checked out from the Johnson Road building for every hour that building was open. During September the figures just about reversed: 28 items for every hour at the Delmar Avenue building and 26.3 items for every hour at the Johnson Road building. We will continue to monitor these trends.
- d. Director Hubert brought a first look at the possible costs of the Johnson Road building being open the same hours as the Delmar Avenue building. Additional options for staffing with associated costs are needed.
- e. The 2010-2011 Audit was completed by Ron Karns on behalf of Donohoo, McCalley and Associates. Trustees received copies of the Audit.

Motion: Akeman Second: Von Nida

**ACCEPT THE 2010-2011 AUDIT AS PRESENTED**

Roll Call:

Ms. Akeman	Yes	Mr. Selph	Absent
Mr. Hutchings	Yes	Ms. Trimmer	Absent
Ms. Isenburg	Yes	Ms. von Nida	Yes
Ms. McDonnell	Yes		

Motion carried.

- f. A report of Staff Development Day was given. The training event focused on customer service with a wonderful morning presentation by Dawn Mushill; SMRLD staff members provide good service and there is always room for continuous improvement.
- g. A new construction grant opportunity has been announced by the Illinois State Library. SMRLD is eligible for almost 74% funding from the program for major construction and remodeling. Applications are due April 16, 2012; this is an opportunity we will pursue.

**9. Reports of Standing Committees**

- a. Personnel Committee [von Nida, Selph, Trimmer]  
None
- b. Book and Public Relations Committee [Isenburg, von Nida, Selph]  
None
- c. Buildings, Grounds, & Equipment Committee [Akeman, Trimmer, Hutchings]  
None
- d. Finance Committee [Trimmer, von Nida, Isenburg, Selph]  
None
- e. Planning & Development Committee [Hutchings, Isenburg, Selph, Akeman]  
Trustee Isenburg requested investigation on the possibility of a copy center for the public at the Delmar Avenue building.

**10. Reports of Special Committees**

- a. Illinois Heartland Library System Report  
President McDonnell reported that the Illinois State Library held a workshop for all three library systems' board members and directors on September 23, 2011. Discussion included library law and how the State Library can assist the Systems. The IHLS board met on September 27 in Decatur. At that meeting the personnel code was accepted with adjustments made for compliance with state rules. Ellen Popit was honored for acting as Interim Director; it was Leslie Bednar's first meeting as Executive Director. The next IHLS board meeting will take place on Tuesday, October 25, 6:00 p.m. at the Edwardsville location (the former Lewis & Clark Library System headquarters).
- b. Friends Group Committee Report  
None

**11. Unfinished Business**

None

**12. New Business**

IT Manager Curran demonstrated the new SMRLD Web site. It is still being populated with content and expected to debut to the public late December or early January. It can be previewed at [smrld.org](http://smrld.org).

13. Board Orientation

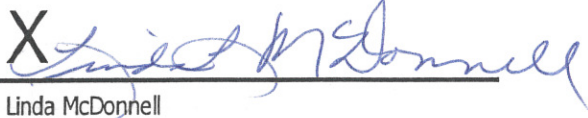
Director Hubert distributed *Basics of Parliamentary Procedure*.

14. Adjournment

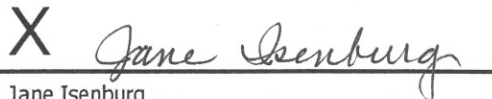
Motion: Von Nida Second: Hutchings

THAT THE MEETING BE ADJOURNED AT 8:47 p.m.

Motion carried.

X 

Linda McDonnell  
Board of Trustees President

X 

Jane Isenburg  
Board of Trustees Secretary



SIX MILE REGIONAL LIBRARY DISTRICT  
2001 Delmar Avenue  
Granite City, IL 62040  
618-452-6238

Submitted for Payment:

October 2011

Accounts Payable: Checks 16508 - 16553	\$	40,588.21
Issued Monthly Payments	\$	15,886.12
Payroll (Net Pay)	\$	49,026.99
Payroll (Taxes & Deductions)	\$	25,349.45
<b>TOTAL</b>	<b>\$</b>	<b>130,850.77</b>

Stacy Bond 11/3/2011  
Stacy Bond, Accountant Date

Approved By:

Tina Hubert 11-8-11  
Tina Hubert, Director Date

Linda McDonnell 11-8-11  
Linda McDonnell, President Date

Mary C. Trimmer 11-8-11  
Mary Trimmer, Treasurer Date

