

Board Meeting Minutes  
 August 8, 2017  
 2001 Delmar Avenue, Granite City, IL 62040



**Summary of Selected Motions**

| Agenda Item | Motion  | Result             |
|-------------|---|--------------------|
| 1           | Call to order at 6:05 P.M.  |                    |
| 2           | Approve the agenda without corrections  | Approved           |
| 5           | Approval of Minutes –July 11, 2017 board meeting.   | Approved           |
| 6a          | Approve Payment of Bills – July 2017 in the amount of \$184,383.49  | Roll call-Approved |
| 6b          | Approve financial statements – July 2017.   | Roll call-Approved |
| 8ai         | Approve district opening at 10:30 a.m. on one Friday a quarter for quarterly staff meetings in the months of September, December, March, and June, with exact dates to be determined by the executive director. | Roll call-Approved |
| 9a          | Call a special meeting on Saturday, August 12, 2017 for the sole purpose of filling the open board seat.  | Roll call-Approved |
| 12a         | Authorize Board Secretary to sign the annual letter to the Madison County Clerk.  | Roll call-Approved |
| 13          | Adjournment of the board meeting at 7:06 P.M.   | Approved           |

**1. Call to order**

President Hutchings called the meeting to order at 6:05 P.M.

Members Present:

|                     |           |
|---------------------|-----------|
| Mr. Chris Hutchings | President |
| Ms. Linda McDonnell | Secretary |
| Ms. Mary Whitehead  | Treasurer |
| Mr. Marc Griffin    | Trustee   |

Members Absent:

|                    |                |
|--------------------|----------------|
| Ms. Mary Jo Akeman | Vice President |
| Ms. Mary Trimmer   | Trustee        |

Others Present:

|                         |                                  |
|-------------------------|----------------------------------|
| Ms. Tina Hubert         | Executive Director               |
| Ms. Juliette Douglas    | Deputy Director                  |
| Mr. Tallin Curran       | IT & Facilities Manager          |
| Ms. Kari Fischer        | Administrative Assistant         |
| Ms. Kate Kite           | Research & Instruction Librarian |
| Mr. Tyler Gerlach       | Volunteer                        |
| Ms. Pamela Gerlach      | Volunteer Parent                 |
| Ms. Olivia Boone        | Volunteer                        |
| Ms. Diana Richardson    | Volunteer                        |
| Ms. Samantha Richardson | Volunteer                        |
| Ms. Michelle Wager      | Volunteer                        |

**2. Changes to the Agenda**

Motion: McDonnell Second: Whitehead

**APPROVE THE AGENDA WITHOUT CORRECTIONS**

Motion carried.

**3. Public Comments – None**

**4. Recognize Volunteers**

The board recognized the teen volunteers with certificates; five of the volunteers were in attendance to receive their certificate from President Hutchings.

Ms. Kate Kite, Mr. Tyler Gerlach, Ms. Pamela Gerlach, Ms. Olivia Boone, Ms. Diana Richardson, Ms. Samantha Richardson, and Ms. Michelle Wager exited the meeting.

**5. Approval of Minutes**

Motion: McDonnell Second: Griffin

**APPROVE THE MINUTES OF THE JULY 11, 2017 REGULAR BOARD MEETING AS PRINTED.**

Motion carried.

**6. Financial**

**a. Approve Payment of Bills**

Motion: McDonnell Second: Whitehead

**APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: JULY 2017 IN THE AMOUNT OF \$184,383.49.**

Roll Call:

|               |        |               |        |
|---------------|--------|---------------|--------|
| Ms. Akeman    | Absent | Ms. McDonnell | Yes    |
| Mr. Griffin   | Yes    | Ms. Trimmer   | Absent |
| Mr. Hutchings | Aye    | Ms. Whitehead | Yes    |

Motion carried

**b. Approve Financial Statements**

Motion: Whitehead Second: McDonnell

**ACCEPT THE FINANCIAL STATEMENTS FOR JULY 2017 AS PRESENTED.**

Roll Call:

|               |        |               |        |
|---------------|--------|---------------|--------|
| Ms. Akeman    | Absent | Ms. McDonnell | Yes    |
| Mr. Griffin   | Yes    | Ms. Trimmer   | Absent |
| Mr. Hutchings | Aye    | Ms. Whitehead | Yes    |

Motion carried.

**7. Correspondence**

- A copy of the Granite City Area Community Foundation brochure
- Copies of 2 Facebook posts featuring Director Hubert the 2016 Librarian of the year with the 2015 and 2017 Librarians of the year
- Copy of the letter to Granite City School District #9 Superintendent and School Board requesting permission to distribute library information through the schools for the 2017-2018 school year
- Copy of letter from the Secretary of State and State Librarian regarding the consolidation of Talking Book services
- Copy of letter from the State Treasurer regarding tax distributions
- Copies of SMRLD items appearing in the media
- Copies of 8 SMRLD Incident Reports
  - Copy of one banned patron letter

**8. Director's Report**

- SMRLD has been approved to be a passport acceptance facility by the state department.
- News about eclipse preparedness efforts in areas in the path of the totality
- Copy of Hometown Heroes banner program brochure promoted by Rotary

**a. Human Resources/Personnel**

**i. Staff Meeting/Development Days**

Motion: Whitehead Second: Griffin

**APPROVE DISTRICT OPENING AT 10:30 A.M. ON ONE FRIDAY A QUARTER FOR QUARTERLY STAFF MEETINGS IN THE MONTHS OF SEPTEMBER, DECEMBER, MARCH, AND JUNE, WITH EXACT DATES TO BE DETERMINED BY THE EXECUTIVE DIRECTOR.**

Roll Call:

|               |        |               |        |
|---------------|--------|---------------|--------|
| Ms. Akeman    | Absent | Ms. McDonnell | Yes    |
| Mr. Griffin   | Yes    | Ms. Trimmer   | Absent |
| Mr. Hutchings | Aye    | Ms. Whitehead | Yes    |

Motion carried.

**b. Facilities & Operations**

- i. **Elevators-** Mandatory request for proposal pre-bid conference to be held on Thursday, August 10
- ii. **Errors & Omissions -** None

**9. Unfinished Business**

**a. Open Board Seat – Special Board Meeting Saturday, August 12, 2017**

Motion: McDonnell Second: Whitehead

**CALL A SPECIAL MEETING ON SATURDAY, AUGUST 12, 2017 FOR THE SOLE PURPOSE OF FILLING THE OPEN BOARD SEAT.**

Roll Call:

|            |        |               |     |
|------------|--------|---------------|-----|
| Ms. Akeman | Absent | Ms. McDonnell | Yes |
|------------|--------|---------------|-----|

|               |     |               |        |
|---------------|-----|---------------|--------|
| Mr. Griffin   | Aye | Ms. Trimmer   | Absent |
| Mr. Hutchings | Aye | Ms. Whitehead | Yes    |

Motion carried.

**10. New Business**

**a. First Reading Tentative Combined Budget & Appropriations Ordinance 2017-02**

Director Hubert presented the tentative CB&A. The tentative document is available for review in the administrative office. A public hearing is scheduled for 6:00 p.m. on Tuesday, September 12th. The board will vote to approve the CB&A Ordinance at the regular board meeting on that same day.

**11. Reports**

**a. Friends of the Library** – Next meeting is scheduled for Wednesday, August 16, 2017

**12. Board Orientation**

**a. 75 ILCS 16/30-40 Organization of the Board statement**

Motion: Whitehead Second: Griffin

**AUTHORIZE BOARD SECRETARY TO SIGN THE ANNUAL LETTER TO THE MADISON COUNTY CLERK.**

Roll Call:

|               |        |               |        |
|---------------|--------|---------------|--------|
| Ms. Akeman    | Absent | Ms. McDonnell | Yes    |
| Mr. Griffin   | Aye    | Ms. Trimmer   | Absent |
| Mr. Hutchings | Aye    | Ms. Whitehead | Yes    |

Motion carried.

**b. 75 ILCS 16/30-90 (a) Termination of Appropriations information-** approval of a thirteenth month no longer required for payment of obligations incurred before the close of the fiscal year

**13. Adjournment**

Motion: Griffin Second: Whitehead

**THAT THE MEETING BE ADJOURNED AT 7:06 P.M.**

Motion carried.

X



Christopher Hutchings  
Board of Trustees President

X



Linda McDonnell  
Board of Trustees Secretary

**SIX MILE REGIONAL LIBRARY DISTRICT**

2001 Delmar Avenue  
Granite City, IL 62040  
618-452-6238

**Submitted for Payment:**

**August 2017**

|   |           |                   |
|---|-----------|-------------------|
| Accounts Payable: Checks 21302-21334            | \$        | 30,215.26         |
| Accounts Payable: Bank of Edw Checks            | \$        | -                 |
| Issued Monthly Payments - Bank of Edw. Checking | \$        | 9,321.27          |
| Issued Monthly Payments - Regions Bank Checking | \$        | 24,892.03         |
| Payroll (Net Pay)                               | \$        | 55,696.59         |
| Payroll (Taxes & Deductions)                    | \$        | 26,243.44         |
| <b>TOTAL</b>                                    | <b>\$</b> | <b>146,368.59</b> |

  
Stacy Bond, Accountant 9/7/2017  
Date

**Approved By:**

  
Tina Hubert, Director 9/12/17  
Date

  
Chris Hutchings, President 9/12/17  
Date

  
Mary Whitehead, Treasurer 9/12/17  
Date