

Board Meeting Minutes
 July 11, 2017
 2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:01 P.M.	
2	Approve the agenda without corrections	Approved
4	Approval of Minutes –June 13, 2017 board meeting.	Approved
5a	Approve Payment of Bills – June 2017 in the amount of \$166,264.66	Roll call-Approved
5b	Approve financial statements – June 2017.	Roll call-Approved
5c	Approve Travel Reimbursement for Trustees attending the American Library Association Annual Conference in Chicago, Illinois: Chris Hutchings \$1,048.81 Linda McDonnell \$1,771.30 Marc Griffin \$308.74	Roll call-Approved
5d	Approve fiscal year beginning July 1, 2017 and ending June 30, 2018 working budget as presented.	Roll call-Approved
8a	Accept the slate as presented and elect the officers by acclamation.	Roll call-Approved
8b	Set Saturday, August 12, 2017 from 9:00 A.M. to 1:00 P.M. for interviewing of the candidates, with consideration for the candidates' schedules.	Roll call-Approved
12	Adjournment of the board meeting at 7:27 P.M.	Approved

1. Call to order

President Hutchings called the meeting to order at 6:01 P.M.

Members Present:

Mr. Chris Hutchings	President
Ms. Mary Jo Akeman	Vice President
Ms. Mary Trimmer	Secretary
Ms. Mary Whitehead	Treasurer
Ms. Linda McDonnell	Trustee
Mr. Marc Griffin	Trustee

Members Absent:

None

Others Present:

Ms. Tina Hubert	Executive Director
Ms. Juliette Douglas	Deputy Director
Mr. Tallin Curran	IT & Facilities Manager
Ms. Kari Fischer	Administrative Assistant

2. Changes to the Agenda

Motion: McDonnell Second: Akeman

APPROVE THE AGENDA WITHOUT CORRECTIONS

Motion carried.

3. Public Comments – None

4. Approval of Minutes

Motion: Whitehead Second: McDonnell

APPROVE THE MINUTES OF THE JUNE 13, 2017 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

5. Financial

a. Approve Payment of Bills

Motion: McDonnell Second: Trimmer

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: JUNE 2017 IN THE AMOUNT OF \$166,264.66.

Roll Call:

Ms. Akeman	Yes	Ms. McDonnell	Yes
Mr. Griffin	Yes	Ms. Trimmer	Yes
Mr. Hutchings	Aye	Ms. Whitehead	Yes

Motion carried

b. Approve Financial Statements

Motion: Whitehead Second: Griffin

ACCEPT THE FINANCIAL STATEMENTS FOR JUNE 2017 AS PRESENTED.

Roll Call:

Ms. Akeman	Yes	Ms. McDonnell	Yes
Mr. Griffin	Yes	Ms. Trimmer	Yes
Mr. Hutchings	Aye	Ms. Whitehead	Yes

Motion carried.

c. Approve Trustee Travel Expenses Reimbursement

Motion: Akeman Second: Trimmer

APPROVE TRAVEL REIMBURSEMENT FOR TRUSTEES ATTENDING THE AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE IN CHICAGO, ILLINOIS:

CHRIS HUTCHINGS \$1,048.81

LINDA MCDONNELL \$1,771.30

MARC GRIFFIN \$308.74

Roll Call:

Ms. Akeman	Yes	Ms. McDonnell	Yes
Mr. Griffin	Yes	Ms. Trimmer	Yes
Mr. Hutchings	Aye	Ms. Whitehead	Yes

Motion carried

b. Approve FY 2017-18 Working Budget

Motion: Trimmer Second: McDonnell

APPROVE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018 WORKING BUDGET AS PRESENTED.

Roll Call:

Ms. Akeman	Yes	Ms. McDonnell	Yes
Mr. Griffin	Yes	Ms. Trimmer	Yes
Mr. Hutchings	Aye	Ms. Whitehead	Yes

Motion carried

6. Correspondence

- Copy of an internal email relaying the verbal praise from a customer for the help computer he recieved
- Google My Business 5 – star review for the Johnson Road Branch
- Copy of Director Huberts OMA 2017 Training Certificate of Completion
- Copies of SMRLD items appearing in the media
- Copies of 10 SMRLD Incident Reports
 - Copy of an email regarding the one week ban of 4 children

7. Director's Report

a. Human Resources/Personnel

- Staff meetings have been changed from being scheduled monthly on the Friday after the board meeting for one hour to a Friday quarterly for two hours in September, December, March, and June.
- New Research and Instruction Librarian will start July 24, 2017 at Delmar Avenue.

b. Facilities & Operations

- i. Elevators-** Reviewed request for proposal draft
- ii. Errors & Omissions**

8. Unfinished Business

a. Elections of Officers

Mr. Chris Hutchings	President
Ms. Mary Jo Akeman	Vice President
Ms. Linda McDonnell	Secretary
Ms. Mary Whitehead	Treasurer

Motion: Griffin Second: Akeman

ACCEPT THE SLATE AS PRESENTED AND ELECT THE OFFICERS BY ACCLIMATION.

Roll Call:

Ms. Akeman	Yes	Ms. McDonnell	Yes
Mr. Griffin	Yes	Ms. Trimmer	Yes
Mr. Hutchings	Aye	Ms. Whitehead	Yes

Motion carried

b. Open Board Seat

Motion: Griffin Second: Akeman

SET SATURDAY, AUGUST 12, 2017 FROM 9:00 A.M. TO 1:00 P.M. FOR INTERVIEWING OF THE CANDIDATES, WITH CONSIDERATION FOR THE CANDIDATES' SCHEDULES.

Roll Call:

Ms. Akeman	Yes	Ms. McDonnell	Yes
Mr. Griffin	Yes	Ms. Trimmer	Yes
Mr. Hutchings	Aye	Ms. Whitehead	Yes

Motion carried

9. New Business

a. Illinois Library Association Conference – October 10-12

Earlybird registration ends September 11, 2017. Room reservations will be made in advance of registration.

10. Reports

a. Friends of the Library – Next meeting to be held Wednesday, July 12, 2017 at 6:00 P.M. at Johnson Road

b. American Library Assosiation Conference (Griffin, Hutchings, McDonnell) – Trustees Hutchings, Griffin, and McDonnell spoke about their American Library Association Conference attendance experiences.

11. Board Orientation – Trustee conference attendance procedures will be updated so that before future conference attendance trustees can preapprove and recieve up to 75% of the cost in advance of attendance.


12. Adjournment

Motion: Griffin Second: Whitehead

THAT THE MEETING BE ADJOURNED AT 7:27 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:

July 2017

Accounts Payable: Checks 21243-21279	\$	54,276.42
Accounts Payable: Bank of Edw Checks	\$	-
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	41,146.05
Payroll (Net Pay)	\$	54,347.21
Payroll (Taxes & Deductions)	\$	25,292.54
TOTAL	\$	184,383.49


Stacy Bond, Accountant 8/3/2017
Date

Approved By:


Tina Hubert, Director 8/8/17
Date


Chris Hutchings, President 8/3/17
Date


Mary Whitehead, Treasurer 8/8/17
Date