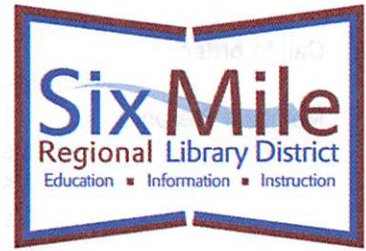


Board Meeting Minutes
May 12, 2015
2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 7:02 P.M.	
2	Approve the agenda without additions and corrections.	Approved
4	Approval of Minutes –April 14, 2015 board meeting.	Approved
5a	Approve Payment of Bills – April 2015 invoices in the amount of \$136,572.90.	Roll call-Approved
5b	Approve Financial Statements – April 2015.	Roll call-Approved
12a	President Trimmer appointed the nominating committee charged with soliciting and bringing nominations for the election of officers to the June 9, 2015 board meeting.	
12b	President Trimmer appointed the Personnel; Book and Public Relations; Building, Grounds and Equipment; Finance; and Planning & Development Committees.	
14	Adjournment of the board meeting at 8:13 P.M.	Approved

1. Call to order

President Trimmer called the meeting to order at 7:02 P.M.

Members Present:

Ms. Mary Trimmer	President
Ms. Jane Isenburg	Vice President
Ms. Mary Jo Akeman	Treasurer
Ms. Linda McDonnell	Trustee
Ms. Mary Whitehead	Trustee
Ms. Deborah von Nida	Trustee

Members Absent:

Mr. Chris Hutchings	Secretary
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Others Present:

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

2. Additions and Corrections to the Agenda

Motion: Isenburg Second: von Nida

APPROVE THE AGENDA WITHOUT ADDITIONS AND CORRECTIONS.

Motion carried.

3. Administer Oath of Office 75 ILCS 16/30-40(a) for re-elected and newly elected board members

President Trimmer administered the Oath of Office to Jane Isenburg, Linda McDonnell, and Mary Whitehead.

4. Approval of Minutes

Motion: von Nida Second: Isenburg

APPROVE THE MINUTES OF THE APRIL 14, 2015 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

5. a. Approve Payment of Bills

Motion: von Nida Second: Akeman

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: APRIL 2015 IN THE AMOUNT OF \$136,572.90.

Roll Call:

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

Motion carried.

5. b. Approve Financial Statements

Motion: von Nida Second: McDonnell

ACCEPT THE FINANCIAL STATEMENTS FOR APRIL 2015 AS PRESENTED.

Roll Call:

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

Motion carried.

6. Open Forum
None

7. Communications

- Thank you from Mr. McGee for staff development day
- Incident Reports
 - 3 incident reports on inappropriate behavior by a patron towards the youth services manager, and a customer services desk assistant. When the patron returned to the library he was told that the director would be contacting him and that he needed to leave. Included was a copy of the letter advising Mr. Shon House that he is banned from the library indefinitely; the letter was shared with the police department.
 - 2 incident reports regarding a patron who habitually uses the computers without registering. Included was a copy of the letter advising Mr. Charleston Hilton that he is banned from the library for a period of not less than three months; the letter was shared with the police department.
 - 4/30 An aide working at the Johnson Road library injured her foot when a metal cart fell over. She declined emergency services, applied ice and went home.
 - 5/2 An open can of beer was found in a paper bag on the floor near the computers and taken to the customer service desk. A patron asked about the bag and was told alcohol is not allowed in the library. The patron retrieved her bag and left without incident
 - 5/4 A young girl was in the youth services department with a four month old baby. The girl was told they would have to leave because they did not have an adult with them. The young girl said that there was an adult at home and a staff member watched the girl walk home and enter the house with the baby. Police were notified after speaking with youth services staff they verified that there was an adult home. Director Hubert later sent a letter to the Parents or Guardians of the young girl to clarify that she was not asked to leave the library because of her behavior but, rather that she is not old enough to qualify as the caregiver for another child.
 - 5/4 Four cards were found at the customer service desk 3AARP cards and a door pass key. Two of the AARP cards had a patron's name on them. The patron was called and after presenting his photo ID was given the two AARP card with his name on them. He was also able to identify the pass key as belonging to his gym but, had no knowledge of the third AARP card. A police officer doing a walkthrough of the library took the third AARP card in as evidence.
 - 5/4 Three teenagers were playing along the handicapped entrance and in the elevator. They continued to do so after being asked to stop. The police were notified and conducted a walkthrough of the library.
 - 5/6 A patron's bicycle was stolen. Police were notified and arrived promptly.
 - 5/8 A patron was told that he was not allowed to bathe/shave in the restroom. After finishing in the restroom the patron approached the reference desk and threatened to call the police before leaving the library. Police were not notified.
 - 5/9 The alarm at the Johnson Road location was accidentally triggered when closing for the night. The alarm company was notified.
- Copies of SMRLD news items appearing online and in print editions of local media
- Granite City High School Students' Art Exhibit flyer
- Thank card from the staff for the appreciation dinner
- Thank you card from the Carbondale Public Library for hosting our shared staff development day
- CEO Program Students' business cards
- Thank you letter to Carbondale Public Library for their monetary donation
- Thank you letter to the Women of the Moose for their annual monetary donation
- CEO Program Annual Report

- Photo Album from Mr. McGee of Ms. Crider's last day
- Letter from County Clerk with copies of the Election Canvas and Certifications

8. Director's report of the library

- ✓ Will be used in monthly reports to denote activities completed
- New Goals Objectives and Strategies for Director Hubert
- Director Hubert was contacted to provide reference for K & L Construction and suggested that the architect should ask K & L to provide their average number of change orders per job and how many change orders they had on their last five jobs.
- House Bill 2717 was discussed
- Director Hubert will be taking some medical leave time

a. Delmar Avenue update

- 15 People attended the Local History and Genealogy Special Presentation
- 17 members of PEO attended a tour and history of the library presentation
- Water entered under the door at the bottom of the slopped walk due to a drainage pipe fitting failure. No permanent damage was caused. Woods Basements Systems has accepted responsibility.
- Elevator function concerns were discussed. Functionality of both elevators continues to be monitored.

b. Johnson Road update

None

c. Personnel Update

- Part-time Evening Custodian Patty Stroud started April 14
- Part-time Library Aide Lisa Spanberger started April 23
- Full-time Reference and Instruction Library Betsy Mahoney will start at Johnson Road on June 2

9. Reports of Standing Committees

- a. Personnel Committee [von Nida, McDonnell, Selph]
None
- b. Book and Public Relations Committee [Isenburg, von Nida, McDonnell]
None
- c. Buildings, Grounds, & Equipment Committee [Akeman, Selph, Hutchings]
None
- d. Finance Committee [Selph, von Nida, Isenburg, McDonnell]
None
- e. Planning & Development Committee [Hutchings, Isenburg, McDonnell, Akeman]
None

10. Reports of Special Committees

- a. Friends Group Committee Report: Met on 4/21 and approved \$3,545 for Youth Services Summer Reading Program performers. Will meet on 5/13. The annual book sale will be held at Wilson Park Ice Rink on 5/28 from 6:00-9:00 P.M., 5/29 from 4:00-9:00 P.M, and 5/30 9:00 A.M.-Noon

11. a. Property

None

12. a. Appointment of Nomination Committee for election of officers

President Trimmer appointed the following board members to the nominating committee charged with soliciting and bringing nominations for the election of officers to the June 9, 2015 board meeting.

Hutchings	Isenburg	McDonnell
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b. Committee Appointments

President Trimmer appointed the following board members to the following committees.

Committee	Chair			
Personnel	von Nida	McDonnell	Whitehead	
Book and Public Relations	Isenburg	von Nida	McDonnell	
Building, Grounds & Equipment	Akeman	Whitehead	Hutchings	
Finance	Akeman	von Nida	Isenburg	McDonnell
Planning & Development	Hutchings	Isenburg	McDonnell	Akeman

13. a. Access to LULU/Board smrld.org email accounts discussion

The trustee@smrld.org email address will continue to be used.

b. Emergency Contact Form


Completed forms were collected and responses will be available in case of emergency.

14. Adjournment

Motion: von Nida Second: Isenburg

THAT THE MEETING BE ADJOURNED AT 8:13 P.M.

Motion carried.

X 

Mary Trimmer
Board of Trustees President

X 

Christopher Hutchings
Board of Trustees Secretary

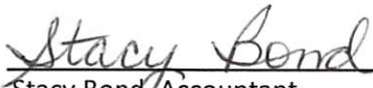
SIX MILE REGIONAL LIBRARY DISTRICT

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

Submitted for Payment:

May 2015

Accounts Payable: Regions Checks 18765 - 18797	\$	31,702.59
Accounts Payable: Bank of Edw Checks	\$	-
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	32,722.76
Payroll (Net Pay)	\$	80,393.86
Payroll (Taxes & Deductions)	\$	35,633.81
TOTAL	\$	189,774.29


Stacy Bond, Accountant

6/4/2015
Date

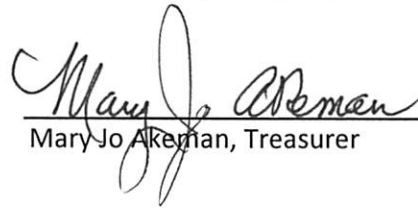
Approved By:


Tina Hubert, Director

6/9/2015
Date


Mary Trimmer, President

6/9/2015
Date


Mary Jo Akeman, Treasurer

6/9/2015
Date