

Public Hearing
Combined Budget & Appropriation Ordinance 2017-02
September 12, 2017
2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:04 P.M.	
4	Adjournment of the board meeting at 6:10 P.M.	Approved

1. Call to order

President Hutchings called the meeting to order at 6:04 P.M.

Members Present:

Mr. Chris Hutchings	President
Ms. Linda McDonnell	Secretary
Ms. Mary Whitehead	Treasurer
Mr. Marc Griffin	Trustee
Mr. Dewey Melton	Trustee
Ms. Mary Trimmer	Trustee

Members Absent:

Ms. Mary Jo Akeman	Vice President
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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. Reading of the Combined Budget & Appropriation Ordinance 2017-02

Director Hubert read the Combined Budget & Appropriation Ordinance 2017-02

6:06 PM Trustee Trimmer entered the meeting

3. Public Comments – None

4. Adjournment

Motion: Griffin Second: Whitehead

THAT THE MEETING BE ADJOURNED AT 6:10 P.M.

Motion carried.

X



Christopher Hutchings
Board of Trustees President

X



Linda McDonnell
Board of Trustees Secretary

Board Meeting Minutes
 September 12, 2017
 2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:10 P.M.	
2	Approve the agenda without corrections	Approved
3	Secretary McDonnell administered the oath of office to Mr. Dewey Melton	
5	Approval of Minutes –August 8, 2017 board meeting.	Approved
5	Approval of Minutes –August 12, 2017 special board meeting, corrected.	Approved
6a	Approve Payment of Bills – August 2017 in the amount of \$146,368.59	Roll call-Approved
6b	Approve financial statements – August 2017.	Roll call-Approved
6c	Approve, for Illinois Library Association Annual Conference in Tinley Park, Illinois, pre-travel reimbursement costs of: Linda McDonnell \$387.00 (3 nights stay in hotel at \$129 per night) With the understanding that should Trustee McDonnell not attend the conference for any reason, the travel expenses reimbursement will be returned in full to the Library District. Trustee McDonnell will have additional travel expenses to be reimbursed post conference.	Roll call-Approved
6d	Approve Ordinance 2017-02 Combined Budget & Appropriation Ordinance for the fiscal year beginning July 1, 2017, and ending June 30, 2018.	Roll call-Approved
6e	Enter closed session at 6:37 P.M. in accordance with 5ILCS 120/2(c)(11) Litigation...when the public body finds that an action is probable or imminent in which case the basis for the finding shall be recorded and entered into the minutes of the closed session.	Roll call-Approved
6e	Return to open session at 6:55 P.M.	Roll call-Approved
10a	Accept the Illinois Public Library Annual Report for the fiscal year starting July 1, 2016, and ending June 30, 2017, filed in accordance with 75 ILCS 16/30-65, as accurate and correct.	Roll call-Approved
11a	Request support of the Friends of the Library for the Library Fundraiser on November 11, 2017.	Roll call-Approved
12a	Reaffirm commitment to the American Library Association Library Bill of Rights	Roll call-Approved
12b	Adopt Board Member Commitment to Serve as presented.	Roll call-Approved
13	Adjournment of the board meeting at 7:45 P.M.	Approved

1. Call to order

President Hutchings called the meeting to order at 6:10 P.M.

Members Present:

Mr. Chris Hutchings	President
Ms. Linda McDonnell	Secretary
Ms. Mary Whitehead	Treasurer
Mr. Marc Griffin	Trustee
Mr. Dewey Melton	Trustee
Ms. Mary Trimmer	Trustee

Members Absent:

Ms. Mary Jo Akeman	Vice President
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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
Mr. Brian Konzen	Attorney
Mr. Jason Combs	Construction Consultant
Ms. Orisval Borges	Custodian

2. Changes to the Agenda

Motion: Griffin Second: Whitehead

APPROVE THE AGENDA WITHOUT CORRECTIONS

Motion carried.

3. Appoint candidate to fill open board seat

a. Administer Oath of Office 75 ILCS 16-30-40(a) for new board member

Secretary McDonnell administered the oath of office to Mr. Dewey Melton

4. Public Comments – None

5. Approval of Minutes

Motion: McDonnell Second: Griffin

APPROVE THE MINUTES OF THE AUGUST 8, 2017 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

Motion: McDonnell Second: Griffin

APPROVE THE MINUTES OF THE AUGUST 12, 2017 SPECIAL BOARD MEETING AS CORRECTED.

Motion carried.

6. Financial

a. Approve Payment of Bills

Motion: Trimmer Second: McDonnell

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: AUGUST 2017 IN THE AMOUNT OF \$146,368.59.

Roll Call:

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

Motion carried

b. Approve Financial Statements

Motion: Griffin Second: Whitehead

ACCEPT THE FINANCIAL STATEMENTS FOR AUGUST 2017 AS PRESENTED.

Roll Call:

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

Motion carried.

c. Approve Trustee Travel Expense Reimbursement for ILA Conference

Motion: Whitehead Second: Melton

APPROVE, FOR ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE IN TINLEY PARK, ILLINOIS, PRE-TRAVEL REIMBURSEMENT COSTS OF:

LINDA MCDONNELL \$387.00 (3 NIGHTS STAY IN HOTEL AT \$129 PER NIGHT)

WITH THE UNDERSTANDING THAT SHOULD TRUSTEE MCDONNELL NOT ATTEND THE CONFERENCE FOR ANY REASON, THE TRAVEL EXPENSES REIMBURSEMENT WILL BE RETURNED IN FULL TO THE LIBRARY DISTRICT. TRUSTEE MCDONNELL WILL HAVE ADDITIONAL TRAVEL EXPENSES TO BE REIMBURSED POST CONFERENCE.

Roll Call:

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

Motion carried.

d. Approve Combined Budget & Appropriations Ordinance

Motion: Melton Second: Trimmer

APPROVE ORDINANCE 2017-02 COMBINED BUDGET & APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018.

Roll Call:

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

Motion carried.

e. Elevator Lawsuit and Replace and Repair RFP award

Motion: Trimmer Second: McDonnell

ENTER CLOSED SESSION AT 6:37 P.M. IN ACCORDANCE WITH 5ILCS 120/2 Q(11) LITIGATION...WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED SESSION.

Roll Call:

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

Motion carried.

Motion: Griffin Second: Whitehead

RETURN TO OPEN SESSION AT 6:55 P.M.

Roll Call:

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

Motion carried.

Director Hubert thanked Mr. Konzen and Mr. Combs before they exited the meeting

7. Correspondence

- Copy of the Friends of the Library September 2017 Newsletter
- Copies of 10 SMRLD Incident Reports
 - Copy of one banned patron letter
- Copy of letter from Granite City Community Unit School District #9 notifying SMRLD of the Board of Education's approval of distribution of library flyer/brochures for the 2017-2018 school year and permission for school visits and direct communication with teachers
- Copy of email communications between Director Hubert and Mr. Keith Burton thanking him for his donation of Grizzlies suite tickets to the library for staff use
- Copy of the notice from the Illinois Department of Labor regarding updated Prevailing Wage Rates
- Copies of three letters from the Madison County Treasurer regarding partial tax payment distributions
- Copy of Certificate of Publication from the Edwardsville Intelligencer for the Notice of Public Hearing on Budget and Appropriations Ordinance
- Copy of the Saturday, September 23, 2017 Lincoln Place Heritage Festival event flyer
- Copy of the invitation from Congressman Rodney Davis to a *A Discussion with the Librarian of Congress Dr. Carla Hayden* on Saturday, September 9, 2017 at the Rochester Public Library
 - Copy of an article about the event from the State Register
 - Copies of photos from the event which was attended by Director Hubert and Deputy Director Douglas
- Copies of two Google My Business 5-star Reviews
- Copies of SMRLD items appearing in the media
- Copy of the ad placed in the Granite City High School Band Concert Series Programs

8. Director's Report

- Optimist Camelot Dinner and Auction to be held on Saturday, October 7, 2017
- October 14 Bobby Norfolk performance location has been changed to Johnson Road and will now include a bonfire
- Deputy Director Douglas discussed Pop Ups throughout the community during the month September for Library Card Sign-up Month

Ms. Orisval Borges entered the meeting 7:04 PM

a. Human Resources/Personnel

New full-time custodian, Ms. Orisval Borges was introduced to the board

Ms. Orisval Borges exited the meeting

- Deputy Director Douglas discussed the Friday, November 10, 2017 Library Fundraiser

- Meeting has been scheduled with Granite City Police Department Officer Costello of the Nuisance Abatement Team
- Copy of Madison County Historical Society's Sunday, November 5, 2017 Dinning in History upcoming event information
- Copy of The Chamber of Commerce Southwestern Madison County Thursday, October 26, 2017 Shining the Light on the 5 Communities We Share upcoming event information
- Director Hubert and Deputy Director Douglas attended the Heart of America Rotary Institute in Springfield, IL on Friday, September 8, 2017

b. Facilities & Operations

- Johnson Road restroom remodeling being investigated
- Johnson Road restroom will soon have new gender neutral signage
- Fiber installation nearly completed at both locations

9. Unfinished Business

a. Facilities consultant

Mr. Schlipf's questions regarding collection size will be answered at the September 13 managers meeting.

10. New Business

a. Illinois Public Library Annual Report (IPLAR)

Motion: McDonnell Second: Trimmer

ACCEPT THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR THE FISCAL YEAR STARTING JULY 1, 2016, AND ENDING JUNE 30, 2017, FILED IN ACCORDANCE WITH 75 ILCS 16/30-65, AS ACCURATE AND CORRECT.

Roll Call:

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

Motion carried.

11. Reports

a. Friends of the Library – Next meeting is scheduled for 6:00 PM on Wednesday, September 13, 2017 at Johnson Road. The annual Patio Book Sale will be held on September 30, 2017

Motion: Whitehead Second: Griffin

REQUEST SUPPORT OF THE FRIENDS OF THE LIBRARY FOR THE LIBRARY FUNDRAISER ON NOVEMBER 10 2017.

Roll Call:

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

Motion carried.

12. Board Orientation

a. Library Bill of Rights

Motion: McDonnell Second: Whitehead

REAFFIRM COMMITMENT TO THE AMERICAN LIBRARY ASSOCIATION LIBRARY BILL OF RIGHTS

Roll Call:

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

Motion carried.

b. Draft Commitment to Serve

Motion: McDonnell Second: Griffin

ADOPT BOARD MEMBER COMMITMENT TO SERVE AS PRESENTED.

Roll Call:

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

Motion carried.

- Director Hubert shared information on two new laws impacting library districts with the Board.
 1. Library Districts now have the legal authority to place an advisory referendum question on an election ballot. An advisory referendum question is a non-binding request to gauge public support for or against an issue.
 2. The threshold to require a bid process was raised to \$25,000.00 (from \$20,000.00). Bids are no longer required for costs over \$20,000.00; instead they are required for costs over \$25,000.00

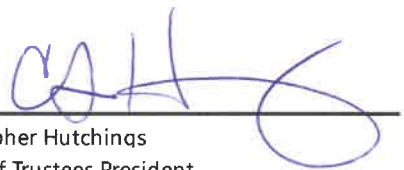
13. Adjournment

Motion: Griffin Second: Whitehead

THAT THE MEETING BE ADJOURNED AT 7:45 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:

September 2017

Accounts Payable: Checks 21362-21390	\$	40,006.95
Accounts Payable: Bank of Edw Checks	\$	-
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	29,362.53
Payroll (Net Pay) 3 pay periods	\$	85,333.49
Payroll (Taxes & Deductions)	\$	39,447.78
TOTAL	\$	203,472.02


Stacy Bond, Accountant

10/5/2017
Date


Approved By:


Tina Hubert, Director

10/17/17
Date


Chris Hutchings, President

10/17/17
Date


Mary Whitehead, Treasurer

10/17/17
Date