

Board Meeting Minutes
January 14, 2014
2901 State Street, 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 – December 10, 2013 board meeting.	Approved
3	Approval of Minutes – December 10, 2013 personnel committee meeting.	Approved
4a	Approve Payment of Bills – December 2013 invoices in the amount of \$258,612.64	Roll call-Approved
4b	Approve Financial Statements – December 2013	Roll call-Approved
7b	Accept the lowest qualified bid and alternate A for shelving and custom desks services from J. P. Jay Associates Inc. as recommended by Trivers Associates.	Roll call-Approved
11a	Accept the Annual Financial Report for the year ended June 30, 2013, prepared by Donohoo, McCalley and Associates, as presented.	Roll call-Approved
13	Adjournment of the board meeting at 7:42 P.M.	Approved

1. Call to order

President Selph called the meeting to order at 7:00 P.M.

Members present:

Mr. Ron Selph	President
Ms. Jane Isenburg	Treasurer
Ms. Linda McDonnell	Trustee
Mr. Chris Hutchings	Trustee

Members absent:

Ms. Mary Trimmer	Vice President
Ms. Mary Jo Akeman	Secretary
Ms. Deborah von Nida	Trustee

Others Present:

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

2. Additions and Corrections to the Agenda

Motion: Isenburg Second: Hutchings

APPROVE THE AGENDA WITHOUT ADDITIONS AND CORRECTIONS.

Motion carried.

3. Approval of Minutes

Motion: Isenburg Second: McDonnell

APPROVE THE MINUTES OF THE DECEMBER 10, 2013 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

Motion: Hutchings Second: Isenburg

APPROVE THE MINUTES OF THE DECEMBER 10, 2013 PERSONNEL COMMITTEE MEETING AS PRINTED.

Motion carried.

4. a. Approve Payment of Bills

Motion: Isenburg Second: Hutchings

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: DECEMBER 2013 IN THE AMOUNT OF \$258,612.64.

Roll Call:

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

Motion carried.

4. b. Approve Financial Statements

Motion: McDonnell Second: Hutchings

ACCEPT THE FINANCIAL STATEMENTS FOR DECEMBER 2013 AS PRESENTED.

Roll Call:

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

Motion carried.

5. Open Forum

Director Hubert introduced Assistant Director Juliette Douglas.

6. Communications

- Ms. Kampen sent thank you cards to the staff, board of trustees, and Library thanking everyone for all of her retirement gifts and recognitions.
- Incident Reports
 - Branch patron continually refused to register at the circulation desk before using the computers after Mr. McGee explained library's rules for computer use. The patron was banned from the library for not less than one year.
 - Branch patron was presented with the letter stating that he was banned from the library by Branch staff. Letter was later found on the floor unopened.

7. Director's report of the library

- SHARE will be offline from 6:00 P.M. Saturday, January 18, 2014 through 7:00 A.M. Tuesday, January 21, 2014 for an upgrade.
- Anne Hughes Director of the Glen Carbon Centennial Library in collaboration with Six Mile Regional Library District has received a grant from FINRA (The Financial Industry Regulatory Authority). The Six Mile Regional Library District's portion of the program titled *Changing Our Shoes: Learning to Walk with the Right Support for Financial Stability* will focus on financial literacy for single young mothers while concurrently providing story time programs for their children.
- Jonathan Ferry the Economic Developer for the City of Granite City has received approval from school board to implement the CEO (Creating Entrepreneurial Opportunities) Experience Program for high school seniors beginning next school year. Director Hubert is on the board of this program. The library will be providing access to business reference materials and local business information.

a. Renovation

- Demolition nearly completed.
- Materials ordering underway.
- Currently on schedule.
- Security system specifics submitted by subcontractors are not yet up to requested standards and will be resubmitted for approval.

b. Recommendation regarding bid for shelving and custom desks

Motion: McDonnell Second: Isenburg

ACCEPT THE LOWEST QUALIFIED BID AND ALTERNATE A FOR SHELVING AND CUSTOM DESKS SERVICES FROM J. P. JAY ASSOCIATES INC. AS RECOMMENDED BY TRIVERS ASSOCIATES.

Roll Call:

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

Motion carried.

8. Reports of Standing Committees

- a. Personnel Committee [von Nida, McDonnell, Trimmer]
None
- b. Book and Public Relations Committee [Isenburg, von Nida, McDonnell]
Trustee Isenburg thanked Director Hubert and Ms. Fischer for making a selection of books by the authors scheduled to appear at PLA available for the board.
- c. Buildings, Grounds, & Equipment Committee [Akeman, Trimmer, Hutchings]
None
- d. Finance Committee [Trimmer, von Nida, Isenburg, McDonnell]
None
- e. Planning & Development Committee [Hutchings, Isenburg, McDonnell, Akeman]
None

9. Reports of Special Committees

- a. Illinois Heartland Library System Report: Trustee McDonnell reported that IHLS did not meet in December. Special Committees are starting to meet now and the next IHLS board meeting will be held 1/28 in Effingham.
- b. Friends Group Committee Report: None

10. Unfinished Business

11. a. Audit

Motion: Hutchings Second: Isenburg

ACCEPT THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED JUNE 30, 2013, PREPARED BY DONOHOO, MCCALLEY AND ASSOCIATES, AS PRESENTED.

Roll Call:

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

Motion carried.

12. Board Orientation

- Serving Our Public 3.0 Standards for Illinois Libraries will be released soon and copies will be distributed to the board members when they are received.
- Friday, February 21, 2014 there will be a Legislative breakfast at Sunset Hills Country Club in Edwardsville. Trustees McDonnell, Isenburg and Selph stated that they would like to attend
- Saturday, February 22, 2014 the ILA Library Trustee Forum 2014 Workshops will be held at the Crowne Plaza Springfield. Trustees Isenburg, McDonnell, and Hutchings state their interest in attending.

13. Adjournment

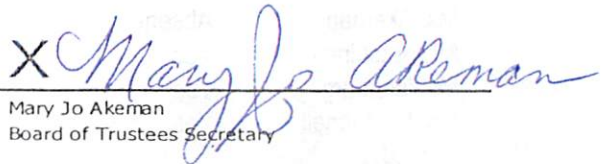
Motion: Hutchings Second: McDonnell

THAT THE MEETING BE ADJOURNED AT 7:42 P.M.

Motion carried.

X 

Ron Selph
Board of Trustee President

X 

Mary Jo Akeman
Board of Trustees Secretary

SIX MILE REGIONAL LIBRARY DISTRICT

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

Submitted for Payment:

January 2014

Accounts Payable: Checks 17983 - 18021	\$	35,759.66
Accounts Payable: Bank of Edw Checks 1039-1039	\$	7,886.10
Issued Monthly Payments - Bank of Edw. Checking	\$	42,625.59
Issued Monthly Payments - Regions Bank Checking	\$	22,392.63
Payroll (Net Pay)	\$	51,407.33
Payroll (Taxes & Deductions)	\$	25,632.38
TOTAL	\$	185,703.69

Stacy Bond
Stacy Bond, Accountant

2/6/2014
Date

Approved By:

Tina Hubert
Tina Hubert, Director

2/11/14
Date

Ron Selph
Ron Selph, President

2-11-14
Date

Jane Isenburg
Jane Isenburg, Treasurer

2-11-14
Date