

Board Meeting Minutes
February 11, 2014
2901 State Street, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 7:02 P.M.	
2	Approval of Agenda.	Approved
3	Approval of Minutes – January 14, 2014 board meeting.	Approved
4a	Approve Payment of Bills – January 2014 invoices in the amount of \$185,703.69.	Roll call-Approved
4b	Approve Financial Statements – January 2014	Roll call-Approved
11a	Set Thursday, July 3, 2014 as staff development day when the library will be closed.	Roll call-Approved
11b	Allow alcohol to be served during private re-opening events (chamber after hours, board event).	Roll call-Approved
13	Adjournment of the board meeting at 7:56 P.M.	Approved

1. Call to order

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

Members present:

Mr. Ron Selph	President
Ms. Mary Trimmer	Vice President
Ms. Mary Jo Akeman	Secretary
Ms. Jane Isenburg	Treasurer
Ms. Linda McDonnell	Trustee
Mr. Chris Hutchings	Trustee
Ms. Deborah von Nida	Trustee

Others Present:

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

2. Additions and Corrections to the Agenda

Motion: Trimmer Second: von Nida

APPROVE THE AGENDA WITHOUT ADDITIONS AND CORRECTIONS.

Motion carried.

3. Approval of Minutes

Motion: Isenburg Second: Hutchings

APPROVE THE MINUTES OF THE JANUARY 14, 2014 REGULAR BOARD MEETING AS CORRECTED.

Trustee McDonnell stated her interest in attending the ILA Library Trustee Forum 2014 Workshops.

Motion carried.

4. a. Approve Payment of Bills

Motion: von Nida Second: Isenburg

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: JANUARY 2014 IN THE AMOUNT OF \$185,703.69.

Roll Call:

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

Motion carried.

4. b. Approve Financial Statements

Motion: von Nida Second: Trimmer

ACCEPT THE FINANCIAL STATEMENTS FOR JANUARY 2014 AS PRESENTED.

Roll Call:

Ms. Akeman	Yes	Mr. Selph	Yes
Mr. Hutchings	Yes	Ms. Trimmer	Yes

Ms. Isenberg Yes
Ms. McDonnell Yes

Ms. von Nida Yes

Motion carried.

5. Open Forum
None

6. Communications

- Illinois Heartland Library System email seeking nominations for open seats on the Illinois Heartland Library System Board of Directors.
- Flyer announcing the Annual Mayor's Prayer Breakfast on Tuesday, March 25, 2014 at 7:00 AM. The keynote speaker will be Darryl Strawberry.
- Incident Reports
 - Acquisitions Assistant Ms. Sherry Laughlin tripped and fell over some boxes in her office. No medical treatment was required.
 - A Granite City police officer visited the 2145 Johnson Road Library to inquire if there had been any reports of cars being broken into on the parking lot. There were none. There was no further follow up by the police.
 - Ms. Gaby Carney, Library Aide, reported that she witnessed a boy kicking Ms. Jen Conroy's, Youth and Extension Services Manager, car. After being told to stop the boy stated that he was kicking the ice off of the car and then entered the library. No further action was taken.
- Letter from the Estate of Lee I. Niedringhaus, III with the assignment copyright to his work *National Enameling & Stamping Company: The Early Years 1899-1928*
- Letter from Brian Konzen of the Law Offices of Lueders, Robertson & Konzen LLC stating that he has raised his hourly rate for new matters.
- Letter from the Office of the Secretary of State awarding the Six Mile Regional Library District a FY2014 Illinois Public Library Per Capita Grant in the amount of \$54,696.25, at a rate of \$1.25 per resident.
- Email request for Six Mile Regional Library to participate in an SIUE student's senior project in Cultural Anthropology on the importance of libraries in communities through the use of interviews, surveys, and observation.
- Advertisement highlighting online resources will run in the Belleville New Democrat Madison County Progress edition.

7. Director's report of the library

- Director Hubert is on the CEO (Creating Entrepreneurial Opportunities) program advisory board for the high school. At least seventy-five applications were given out at a recent junior assembly introducing the program. Director Hubert will be attending training for the CEO Board in Effingham.
- Request for proposal for auditing services for five years to be released. Proposals are to be submitted by Thursday, March 27, 2014.
- ALA Conference Attendance: June 26, 2014- July 1, 2014 in Las Vegas
 - Early Bird Registration by March 3, 2014
 - Trustees Akeman, McDonnell, Selph and Hutchings expressed an interest in attending.

a. Renovation

- Delayed by five days from original schedule
- Original mezzanine had to be removed due to structural issues and will be replaced; this was a change order
- Pits for elevators have been installed
- Sloped walkway construction has begun
- Gravity feed plumbing system with back flow stopping measures to be installed
- Furniture and signage options being discussed

- A Chamber of Commerce *After Hours* Event and a Board Reception will likely be held the Thursday and Friday before the library reopens to the public at 2001 Delmar Avenue.
- Demolition in progress
- Currently no electricity or plumbing
- HVAC ductwork has been installed

b. Performance Management Assessments

- Administrative staff performance management assessments have been completed by Director Hubert. Ms. Douglas will complete the performance management assessment for Ms. Mary Meyer. Mr. Curran will complete the performance management assessment for Ms. Kelly Meier.
- Goals, Objectives and Strategies Administrative Staff 2014 will be reassessed during individual meetings to be held in June.

8. Reports of Standing Committees

- a. Personnel Committee [von Nida, McDonnell, Trimmer]
None
- b. Book and Public Relations Committee [Isenburg, von Nida, McDonnell]
None
- 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 on the most recent IHLS board meeting; SMRLD and Bunker Hill library construction grant distributions were mentioned by ISL (Illinois State Library) staff; new staff members were introduced; Kathy Jackson Humans Resources Coordinator and Susan Palmer Operations Director; ISL Report- distributed a contact sheet, received waiver from the federal government for LSTA monies and will not lose funding, Kyle Peebles new manager of communications; library certification process is underway; small library grant opportunity, resource sharing request for proposal; Polaris update, e-book demonstration; personnel committee has job description, evaluation, and contract for the first read for the IHLS Director, job description and evaluation to be acted on at the February meeting, contract not yet completed; Sanford Brown is no longer an IHLS member; Morthland College joined IHLS; board retreat to be held by Pat Wagner in Edwardsville to help kick-start long range planning; nominating committee has open positions for one academic, one school, one special, and two public library trustees.
- b. Friends Group Committee Report: None

10. Unfinished Business

None

11. a. Staff Development Day

Motion: Akeman Second: Trimmer

SET THURSDAY, JULY 3, 2014 AS STAFF DEVELOPMENT DAY WHEN THE LIBRARY WILL BE CLOSED.

Roll Call:

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

Motion carried.

b. Re-opening Events

Motion: von Nida Second: McDonnell

ALLOW ALCOHOL TO BE SERVED DURING PRIVATE RE-OPENING EVENTS (CHAMBER AFTER HOURS, BOARD EVENT).

Roll Call:

Ms. Akeman	Yes	Mr. Selph	No
Mr. Hutchings	Yes	Ms. Trimmer	Yes
Ms. Isenburg	Yes	Ms. von Nida	Yes
Ms. McDonnell	Yes		

Motion carried.

12. Board Orientation

a. Trustee Collection

Will be catalogued as Administration and will be shelved in the Administrative Assistant's office.

13. Adjournment

Motion: Trimmer Second: McDonnell

THAT THE MEETING BE ADJOURNED AT 7:56 P.M.

Motion carried.

X



Ron Selph
Board of Trustees 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:

February 2014

Accounts Payable: Checks 18035 - 18070	\$	34,699.79
Accounts Payable: Bank of Edw Checks 1045-1046	\$	400,304.70
Issued Monthly Payments - Bank of Edw. Checking	\$	20,340.42
Issued Monthly Payments - Regions Bank Checking	\$	255,596.51
Payroll (Net Pay)	\$	53,661.21
Payroll (Taxes & Deductions)	\$	26,891.33
TOTAL	\$	791,493.96

Stacy Bond 3/6/2014
Stacy Bond, Accountant Date

Approved By:

Tina Hubert 3/20/14
Tina Hubert, Director Date

Ron Selph
Ron Selph, President Date

Jane Isenburg 3-20-14
Jane Isenburg, Treasurer Date