

Board Meeting Minutes
 March 13, 2018
 2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:06 P.M.	
2	Approve the agenda without corrections	Approved
5	Approval of Minutes –February 13, 2018 board meeting.	Approved
5a	Approve Payment of Bills – February 2018 in the amount of \$361,771.35	Roll call-Approved
5b	Approve financial statements – February 2018.	Roll call-Approved
7b	Enter closed session at 6:44 P.M. in accordance with 5ILCS 120/2(c)11 Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal or 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
7b	Return to open session at 6:58 P.M.	Roll call-Approved
8ai	Approve Medical Leave Policy as written with the understanding that it will be reviewed by an attorney.	Roll call-Approved
9a	Enter closed session at 7:21 P.M. in accordance with 5ILCS 120/2(c)3 The selection of a person to fill a public office...when the public body is given the power to appoint under law...	Roll call-Approved
9a	Return to open session at 7:29 P.M.	Roll call-Approved
12	Change the location of the April 10, 2018 regular board meeting from Johnson Road to Delmar Avenue.	Roll call-Approved
13	Adjournment of the board meeting at 7:54 P.M.	Approved

1. Call to order

President Hutchings called the meeting to order at 6:06 P.M.

Members Present:

Mr. Chris Hutchings	President
Ms. Mary Jo Akeman	Vice President
Ms. Linda McDonnell	Secretary
Mr. Marc Griffin	Treasurer
Mr. Dewey Melton	Trustee
Ms. Julie Willaredt	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: Melton Second: Akeman

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 trustee

Secretary McDonnell administered the Oath of Office to Ms. Julie Willaredt

4. Public Comments – None

5. Approval of Minutes

Motion: Griffin Second: McDonnell

APPROVE THE MINUTES OF THE FEBRUARY 13, 2018 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

6. Financial

a. Approve Payment of Bills

Motion: McDonnell Second: Griffin

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: FEBRUARY 2018 IN THE AMOUNT OF \$361,771.35.

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried

b. Approve Financial Statements

Motion: Griffin Second: Willaredt

ACCEPT THE FINANCIAL STATEMENTS FOR FEBRUARY 2018 AS PRESENTED.

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried.

7. Correspondence

- Copy of thank you letter for research assistance provided by Mr. Smith
- Copy of letter from Secretary of State and State Librarian, Jesse White requesting that Director Hubert accept an appointment to the Illinois State Library's Construction Grant Review Committee
 - Director Hubert accepted the appointment and will serve as the Chairperson for the Committee
- Copy of two letters written by Director Hubert to the Illinois Library Association in support and recommendation of Ms. Mahoney and Ms. Hanke Young's application to Elevate
- Copy of Director Hubert's resignation letter the Madison County Historical Society Board
- Copy of the letter from Director Hubert to Senator Haine in support of the extension of the "Tax Increment Redevelopment Plan and Project No. 2" commonly known as the Triple G TIF
- Copy of a thank you card from the CEO Class for the library's participation in their The Best of Granite event
- Copy of the program for the Rotary Club of Granite City 27th Annual Mayor's Prayer Breakfast
- Copy of the flyer for The Chamber of Southwestern Madison County March 15th Networking Luncheon featuring a presentation from Director Hubert and Deputy Director Douglas
- Copy of a photo of several of SMRLD's attendees to the ILA Legislative breakfast
- Copy of Director Hubert's photos from the Granite City Rotary Clubs' Facebook page
- Copy of State Rep. Katie Stuart's Read Across America Facebook post mentioning SMRLD
- Copies of SMRLD items appearing in the media
- Copies of 5 SMRLD Incident Reports
- Passport Facility and Agent numbers have been received, with a Welcome packet to follow
- Copy of letter from AFSCME Council 31 regarding upcoming contract negotiations

Motion: Akeman Second: McDonnell

ENTER CLOSED SESSION AT 6:44 P.M. IN ACCORDANCE 5ILCS 120/2 (9) 11 LITIGATION, WHEN AN ACTION AGAINST, AFFECTING, OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL OR 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	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried.

Motion: McDonnell Second: Griffin

RETURN TO OPEN SESSION AT 6:58 P.M.

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried.

8. Director's Report

- Staff meeting to be held Friday, March 16, both locations will open at 10:30 AM
- Deputy Director Douglas is the new United Way of Tri Cities Chairperson

- Easy chairs from the Delmar Avenue Mezzanine have been relocated to Johnson Road and replaced by two bar height tables with 2 chairs each for a study area
- Illinois State Library Back to Books Grant application to be submitted
- SMRLD will be partnering with Tolono Public Library to purchase ecomics and egraphic novels through RBDigital
- Granite City High School Art Student Exhibit is on display at Delmar Avenue on the Mezzanine through April 14th
- Director Hubert will be purchasing several pies from Petri Café in celebration of Pi Day (3.14) for both locations
- Income tax preparation update: 68 returns accepted by the federal government and 77 state returns (58 Illinois, 18 Missouri, and 1 North Carolina) with total refunds of \$109,092.00

a. Human Resources/Personnel

i. Medical Leave Policy

Deputy Director Douglas reviewed Family Medical Leave Act and the SMRLD Extended Medical Leave Policy

Motion: Melton Second: McDonnell

APPROVE MEDICAL LEAVE POLICY AS WRITTEN WITH THE UNDERSTANDING THAT IT WILL BE REVIEWED BY AN ATTORNEY.

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried.

b. Facilities & Operations

- i. Elevators** - Lawsuit discovery phase progresses.
New elevators are expected to be completed soon.

9. Unfinished Business

a. Open Board Seats

Motion: McDonnell Second: Griffin

ENTER CLOSED SESSION AT 7:21 P.M. IN ACCORDANCE WITH 5ILCS 120/2 Q 3 THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE...WHEN THE PUBLIC BODY IS GIVEN THE POWER TO APPOINT UNDER LAW...

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried.

Motion: Melton Second: McDonnell

RETURN TO OPEN SESSION AT 7:29 P.M.

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried.

10. New Business

- a. **FY2019 Per Capita Grant Application**
Director Hubert reviewed the requirements.

11. Reports

- a. **Friends of the Library – None**

12. Board Orientation

- a. **Talking Book and Braille Service (meets the Education requirement for the FY19 per capita grant application)**

Director Hubert provided an overview and demonstration of the Talking Book and Braille Service, the Library of Congress (LC) Braille and Audio Reading Download (BARD) app, the Cloud Library mobile app, and the RBDigital app. She will repeat the discussion at Friday's All Staff Meeting. This meets the education requirement for the FY2019 Per Capita Grant Application.

Motion: Griffin Second: Melton

CHANGE THE LOCATION OF THE APRIL 10, 2018 FROM JOHNSON ROAD TO DELMAR AVENUE.

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Willaredt	Yes

Motion carried.

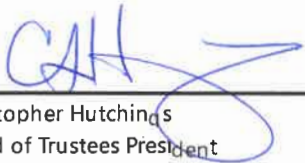
13. Adjournment

Motion: Griffin Second: Melton

THAT THE MEETING BE ADJOURNED AT 7:54 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:

March 2018

Accounts Payable: Regions Checks 21652-21673	\$	45,980.91
Accounts Payable: Bank of Edw Check 1164	\$	32,981.62
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	28,034.28
Payroll (Net Pay) 3 pay periods	\$	86,747.76
Payroll (Taxes & Deductions)	\$	38,138.20
TOTAL	\$	241,204.04


Stacy Bond, Accountant

4/5/2018

Date

Approved By:



Tina Hubert, Director

4/10/2018

Date



Chris Hutchings, President

4/10/2018

Date



Marc Griffin, Treasurer

4/10/2018

Date