

Board Meeting Minutes
 April 10, 2018
 2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:02 P.M.	
2	Approve the agenda without corrections	Approved
4	Approval of Minutes –March 13, 2018 board meeting.	Approved
5ai	Enter closed session at 6:03 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
5ai	Return to open session at 6:32 P.M.	Roll call-Approved
5ai	Move to approve Susan Murphy be appointed to the Six Mile Regional Library District board of trustees and be seated at the May 8, 2018, regular board meeting.	Roll call-Approved
6b	Approve Payment of Bills – March 2018 in the amount of \$241,204.04	Roll call-Approved
6c	Approve financial statements – March 2018.	Roll call-Approved
8bi	Enter closed session at 7:08 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
8bi	Return to open session at 7:19 P.M.	Roll call-Approved
9a	Set the non-resident fee for fiscal year 2019 at \$111.00 per household.	
12	Adjournment of the board meeting at 7:37 P.M.	Approved

1. **Call to order**

President Hutchings called the meeting to order at 6:02 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
Ms. Susan Murphy	Trustee Candidate

2. **Approve Agenda**

Motion: Akeman Second: Griffin

APPROVE THE AGENDA WITHOUT CORRECTIONS

Motion carried.

3. **Public Comments – None**

4. **Approval of Minutes**

Motion: Griffin Second: Willaredt

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

Motion carried.

5. **Unfinished Business**

a. **Open Board Seats**

i. **Candidate for Open Board Seat**

Motion: Akeman Second: Griffin

ENTER CLOSED SESSION AT 6:03 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:

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

Motion carried.

Ms. Douglas and Mr. Curran left the room at 6:03 P.M.

Ms. Murphy left the room 6:21 P.M.

Ms. Douglas, Ms. Murphy, and Mr. Curran reentered the room at 6:32 P.M.

Motion: Melton Second: McDonnell

RETURN TO OPEN SESSION AT 6:32 P.M.

Roll Call:

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

Motion carried.

MOVE TO APPROVE SUSAN MURPHY BE APPOINTED TO THE SIX MILE REGIONAL LIBRARY DISTRICT BOARD OF TRUSTEES AND BE SEATED AT THE MAY 8, 2018, REGULAR BOARD MEETING.

Roll Call:

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

Motion carried.

6. Financial

a. Approve Trustee Travel Expense Reimbursement for PLA Conference – Tabled

b. Approve Payment of Bills

Motion: Akeman Second: Melton

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: MARCH 2018 IN THE AMOUNT OF \$241,204.04.

Roll Call:

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

Motion carried

c. Approve Financial Statements

Motion: Griffin Second: McDonnell

ACCEPT THE FINANCIAL STATEMENTS FOR MARCH 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

- Final Passport Facility and Agent approvals have been received.
- Copy of a letter received from the annual donor of the Granite City High School yearbooks along with his donation and the thank you letter sent in response
- 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
 - Both have been accepted into the program
- Copy of the letter sent to Senator Haine on behalf of SMRLD in support of extending the "Tax Increment Redevelopment Plan and Project No. 2" commonly known as the Triple G TIF District
- Photo of the garden stepping stone purchased in memorium of Ms. Fischer's mother and a copy of the thank you letter from Ms. Fischer to SMRLD staff and board
- Copy of the Passport Ad that will run in the Park District's Spring/Summer 2018 Program
 - The Park District will also be re-running SMRLD's Hunting and Fishing License as a quarter page ad at no charge

- Copies of the information received at the quarterly staff meeting during Chestnut Health's presentation of opioid awareness
 - Chestnut Health also presented SMRLD two Narcan kits, which are eligible for replenishment through their grant if needed.
- Copies of SMRLD items appearing in the media
- Copies of 9 SMRLD Incident Reports
 - Copies of 2 banned patron letters

8. Director's Report

- Ms. Ellis observed an issue with a SMRLD patron's hold request. While monitoring the issue it was noted that other patron's holds were also being effected. The issue was reported to Illinois Heartland Library System (IHLS) for repair. IHLS has since discovered that it is a system wide Polaris issue and steps are being taken to write a script to identify other affected patrons.
 - A memo of praise will be given Ms. Ellis as well as placed in her record for her exemplary attention to detail
- Illinois State Library Back to Books Grant application to be submitted
- SMRLD will be partnering with Tolono Public Library to purchase economics and geographic novels through RBDigital
- Director Hubert and Deputy Director Douglas will be visiting Kirkwood Public Library on Thursday, April 12, 2018 to observe their passport process
- Last day of tax preparation will be Friday, April 13, 2018
- Mr. Schlipf will meet with the managers on Monday, April 16, 2018 to finalize the building program

a. Human Resources/Personnel

b. Facilities & Operations

i. Elevators

Motion: Griffin Second: McDonnell

ENTER CLOSED SESSION AT 7:08 P.M. IN ACCORDANCE 5ILCS 120/2.011 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: Willaredt

RETURN TO OPEN SESSION AT 7:19 P.M.

Roll Call:

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

Motion carried.

9. New Business

a. Non-Resident Fee

Motion: Griffin Second: McDonnell

SET THE NON-RESIDENT FEE FOR FISCAL YEAR 2019 AT \$ 111.00 PER HOUSEHOLD.

Roll Call:

Ms. Akeman	Yes	Mr. Griffin	Yes
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Mr. Hutchings
Mr. Melton

Aye
Yes

Ms. McDonnell
Ms. Willaredt

Yes
Yes

Motion carried.

10. Reports

- a. **Friends of the Library** – Meeting was held on April 3, 2018 to discuss the September patio sales, SMRLD's children's summer reading performers funding request was approved, and preliminary discussions regarding the annual book sale. Next meeting is May 15, 2018 at 6:30 P.M. in the Library Training and Events Room at Delmar Avenue

11. Board Orientation

- a. **PLA Conference Report (Trustee Linda McDonnell)**
Secretary McDonnell reported on the highlights of her PLA Conference attendance

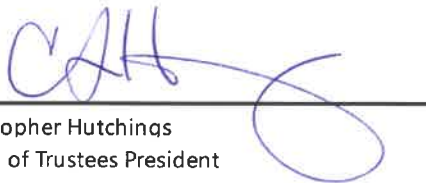
12. Adjournment

Motion: Griffin Second: Willaredt

THAT THE MEETING BE ADJOURNED AT 7:37 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:

April 2018

Accounts Payable: Regions Checks 21689-21723	\$	41,878.04
Accounts Payable: Bank of Edw Check 1166	\$	50,337.37
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	21,972.84
Payroll (Net Pay)	\$	58,300.90
Payroll (Taxes & Deductions)	\$	25,857.87
TOTAL	\$	207,668.29


Stacy Bond, Accountant

5/3/2018

Date

Approved By:


Tina Hubert, Director

5/8/19
Date


Chris Hutchings, President

5/8/19
Date

Marc Griffin, Treasurer

Date