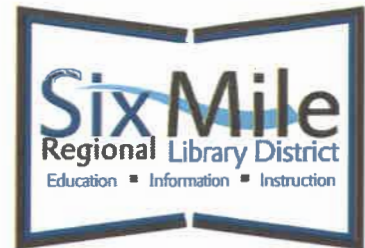


Board Meeting Minutes  
 June 12, 2018  
 2145 Johnson Road, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:00 P.M.	
2	Approve the agenda without corrections	Approved
4	Approval of Minutes –May 8, 2018 board meeting.	Approved
5a	Approve, for American Library Association Annual Conference in New Orleans, LA, June 2018, pre-travel reimbursement costs of: Linda McDonnell \$924.12 for her hotel expenses (4 nights stay in hotel at \$197 per night, with 15.75% tax). If for any reason should trustee McDonnell not attend the conference, the travel expenses reimbursement shall be returned in full to the library district. Trustee McDonnell will have additional travel expenses to be reimbursed post conference.	Roll call-Approved
5b	Approve Payment of Bills – May 2018 in the amount of \$163,408.26.	Roll call-Approved
5c	Approve financial statements – May 2018.	Roll call-Approved
5d	Acknowledge the statutory authority of 75 ILCS 16/30-90 (a) allowing all appropriations made in the annual budget with remaining balances, in amounts up to 20% of those appropriations, shall be available until August 30 for the authorization of the payment of obligations incurred before the close of the fiscal year and until September 30 for payment of those obligations.	Roll call-Approved
8b	Approve the Determination of Prevailing Wage Rates Ordinance 2018-002 as presented in accordance with 820 ILCS 130/01-12.	Roll call-Approved
8c	In accordance with 75 ILCS 16/30-65 (c) President Hutchings appointed Trustee Melton and Trustee Willaredt to audit minutes of board meetings for the 2017-2018 fiscal year; audit to occur after June 2018 minutes are approved.	
8d	Authorize payment of all usual, regular, and budgeted bills in the event the board of trustees is not able to meet or a quorum is not present during any regularly scheduled board meeting from July 1, 2018 through June 30, 2019.	Roll call-Approved
8e	Approve resolution 2018-003, IMRF Section 125 plan	Roll call-Approved
12	Adjournment of the board meeting at 7:19 P.M.	Approved

**1. Call to order**

President Hutchings called the meeting to order at 6:00 P.M.

Members Present:

Mr. Chris Hutchings	President
Ms. Linda McDonnell	Secretary
Mr. Dewey Melton	Trustee
Ms. Susan Murphy	Trustee
Ms. Julie Willaredt	Trustee

Members Absent:

Ms. Mary Jo Akeman	Vice President
Mr. Marc Griffin	Treasurer

Others Present:

Ms. Tina Hubert	Executive Director
Ms. Juliette Douglas	Deputy Director
Mr. Tallin Curran	IT & Facilities Manager
Ms. Kari Fischer	Administrative Assistant
Ms. Erica Hanke-Young	Youth Services Manager

**2. Approve Agenda**

Motion: McDonnell Second: Melton

**APPROVE THE AGENDA WITHOUT CORRECTIONS**

Motion carried.

**3. Public Comments – None**

**4. Approval of Minutes**

Motion: Melton Second: Willaredt

**APPROVE THE MINUTES OF THE MAY 8, 2018 REGULAR BOARD MEETING AS PRINTED.**

Motion carried.

Mr. Curran entered the meeting 6:06 P.M

**5. Financial**

**a. Approve Trustee Travel Expense Reimbursement for ALA Conference**

Motion: Melton Second: Willaredt

**APPROVE, FOR AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE IN NEW ORLEANS, LA, JUNE 2018, PRE-TRAVEL REIMBURSEMENT COSTS OF:**

**LINDA MCDONNELL \$24.12 FOR HER HOTEL EXPENSES (4 NIGHTS STAY IN HOTEL AT \$197 PER NIGHT, WITH 15.75% TAX) IF FOR ANY REASON SHOULD TRUSTEE MCDONNELL NOT ATTEND THE CONFERENCE, THE TRAVEL EXPENSES REIMBURSEMENT SHALL 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	Absent
Mr. Hutchings	Aye	Ms. McDonnell	Yes
Mr. Melton	Yes	Ms. Murphy	Aye
Ms. Willaredt	Yes		

Motion carried

**b. Approve Payment of Bills**

Motion: McDonnell Second: Murphy

**APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: MAY 2018 IN THE AMOUNT OF \$163,408.26.**

Roll Call:

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

Motion carried

**c. Approve Financial Statements**

Motion: Melton Second: McDonnell

**ACCEPT THE FINANCIAL STATEMENTS FOR MAY 2018 AS PRESENTED.**

Roll Call:

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

Motion carried.

**d. Acknowledge 75 ILCS 16/30-90 (a) Termination of Appropriations**

Motion: McDonnell Second: Murphy

**ACKNOWLEDGE THE STATUTORY AUTHORITY OF 75 ILCS 16/30-90 (A) ALLOWING ALL APPROPRIATIONS MADE IN THE ANNUAL BUDGET WITH REMAINING BALANCES, IN AMOUNTS UP TO 20% OF THOSE APPROPRIATIONS, SHALL BE AVAILABLE UNTIL AUGUST 30 FOR THE AUTHORIZATION OF THE PAYMENT OF OBLIGATIONS INCURRED BEFORE THE CLOSE OF THE FISCAL YEAR AND UNTIL SEPTEMBER 30 FOR PAYMENT OF THOSE OBLIGATIONS.**

Roll Call:

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

Motion carried.

**6. Correspondence**

- Copy of a thank you to Ms. Hanke-Young for all of the stories and songs
- Copy of the notice from Ameren that they will be upgrading gas meters in the next several months
- Copy of a letter from State Representative Hoffman regarding the per capita library grants and thanking SMRLD for our hard work and services
- Copy of a letter from St, John United Church of Christ in Granite City requesting that SMRLD consider having a display table at their "Voices of Their Times" historic cemetery tour on September 30, 2018
- Copy of an email from Harwood the Institute for Public Innovation regarding their upcoming Public Innovators Lab for Libraries to be held in St. Louis in October 2018
  - Director Hubert and Ms. Mahoney have attended similar events from the Harwood Institute in the past and recommend that a trustee consider attending the upcoming event. Trustee McDonnell has attended Harwood sessions at library conferences and President Hutchings is familiar with the Harwood method.
- Copies of SMRLD items appearing in the media
- Copies of 7 SMRLD Incident Reports
  - Copies of 1 No Trespass Order issued by the Granite City Police Department

**7. Director's Report**

**a. Human Resources/Personnel**

- Director Hubert, Deputy Director Douglas, and President Hutchings will meet on Thursday, June 14, 2018 to discuss the upcoming AFSCME Local 3405 collective bargaining negotiation
- Director Hubert, Deputy Director Douglas, and President Hutchings will meet with union representatives on Tuesday, June 19, 2018 regarding AFSCME Local 3405 collective bargaining negotiation

**i. Department Overview: Erica Hanke-Young \_ Youth Services**

Ms. Hanke-Young presented an overview of the Youth Services Department day-to-day operations

Ms. Hanke-Young exited the meeting at 6:52 P.M.

**b. Facilities & Operations**

- Public WiFi hours have been reduced to 5:30 A.M. to 9:30 P.M. to alleviate loitering at both locations.
- Building Program report from Mr. Schlipf is being reviewed by management and will be brought to the Board after revision.

**i. Elevators**

- Three-stop elevator has passed inspection, but the two-stop has not.
- Further repairs are being completed on the two-stop
- Lawsuit discovery phase is underway and depositions are being scheduled

**8. New Business**

**a. Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014 Review of Chapter 8, "Public Services: Reference and Reader's Advisory Services"**

Director Hubert reviewed the reference and reader's advisory checklists

**b. 820 ILCS 130/01-12: Determination of Prevailing Wage Rates Ordinance 2018-002**

Motion: McDonnell Second: Melton

**APPROVE THE DETERMINATION OF PREVAILING WAGE RATES ORDINANCE 2018-002 AS PRESENTED IN ACCORDANCE WITH 820 ILCS 130/01-12.**

Roll Call:

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

Motion carried.

**c. 75 ILCS 16/30-65(c): Appointment of committee to audit minutes of board meetings for the 2017-2018 fiscal year; audit to occur after June 2018 minutes are approved**

**IN ACCORDANCE WITH 75 ILCS 16/30-65 (C )PRESIDENT HUTCHINGS APPOINTED THE FOLLOWING TWO PEOPLE TO AUDIT MINUTES OF BOARD MEETINGS FOR THE 2017-2018 FISCAL YEAR. AUDIT TO OCCUR AFTER JUNE 2018 MINUTES ARE APPROVED.**

Mr. Melton

Ms. Willaredt

**d. Authorize payment of bills in the event of a month without a board meeting or quorum during FY2019**

Motion: Melton Second: McDonnell

**AUTHORIZE PAYMENT OF ALL USUAL ,REGULAR ,AND BUDGETED BILLS IN THE EVENT THE BOARD OF TRUSTEES IS NOT ABLE TO MEET OR A QUORUM IS NOT PRESENT DURING ANY REGULARLY SCHEDULED BOARD MEETING FROM JULY 1 ,2018 THROUGH JUNE 30 ,2019.**

Roll Call:

Ms. Akeman            Absent  
Mr. Hutchings        Aye  
Mr. Melton            Aye  
Ms. Willaredt        Yes

Mr. Griffin            Absent  
Ms. McDonnell        Yes  
Ms. Murphy            Aye

Motion carried.

**e. IMRF Section 125 Plan Resolution 2018-003**

Motion: McDonnell    Second: Murphy

**APPROVE RESOLUTION 2018-003, IMRF SECTION 125 PLAN**

Roll Call:

Ms. Akeman            Absent  
Mr. Hutchings        Aye  
Mr. Melton            Aye  
Ms. Willaredt        Yes

Mr. Griffin            Absent  
Ms. McDonnell        Yes  
Ms. Murphy            Aye

Motion carried.

**9. Unfinished Business**

**10. Reports**

a. **Friends of the Library** –The annual book sale was held May 31- June 2, 2018.

**11. Board Orientation**

**12. Adjournment**

Motion: Willaredt    Second: McDonnell

**THAT THE MEETING BE ADJOURNED AT 7:19 P.M.**

Motion carried.

X

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Christopher Hutchings  
Board of Trustees President

X



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Linda McDonnell  
Board of Trustees Secretary

**SIX MILE REGIONAL LIBRARY DISTRICT**

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

**Submitted for Payment:**

**June 2018**

Accounts Payable: Regions Checks 21797-21825	\$	53,226.14
Accounts Payable: Bank of Edw Check 1169	\$	19,916.20
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	40,750.03
Payroll (Net Pay)	\$	58,836.98
Payroll (Taxes & Deductions)	\$	25,962.09
<b>TOTAL</b>	<b>\$</b>	<b>208,012.71</b>

  
Stacy Bond, Accountant 7/2/2018  
Date

**Approved By:**

  
Tina Hubert, Director 7/10/18  
Date

\_\_\_\_\_  
Chris Hutchings, President Date

  
Marc Griffin, Treasurer 7-10-2018  
Date

**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
<b>TOTAL</b>	<b>\$</b>	<b>207,668.29</b>

  
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

7-10-18  
Date

**SIX MILE REGIONAL LIBRARY DISTRICT**

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


**Submitted for Payment:**


**May 2018**

Accounts Payable: Regions Checks 21743-21772	\$	43,848.63
Accounts Payable: Bank of Edw Check	\$	-
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	25,645.41
Payroll (Net Pay)	\$	58,670.46
Payroll (Taxes & Deductions)	\$	25,922.49
<b>TOTAL</b>	<b>\$</b>	<b>163,408.26</b>

  
\_\_\_\_\_  
Stacy Bond, Accountant 6/7/2018  
Date

**Approved By:**

  
\_\_\_\_\_  
Tina Hubert, Director 6/12/18  
Date

  
\_\_\_\_\_  
Chris Hutchings, President 6-12-18  
Date

  
\_\_\_\_\_  
Marc Griffin, Treasurer 7-10-18  
Date