

Board Meeting Minutes
 August 14, 2018
 2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:01 P.M.	
2	Approve the agenda without corrections	Approved
4	Approval of Minutes –July 10, 2018 board meeting.	Approved
5a	Approve, for American Library Association Annual Conference in New Orleans, LA, June 2018, travel reimbursement costs of: Linda McDonnell \$810.69. Trustee McDonnell previously received \$924.12 for her hotel expenses.	Roll call-Approved
5b	Approve fiscal year beginning July 1, 2018 and ending June 30, 2019 working management budget.	Roll call-Approved
5c	Approve Payment of Bills – July 2018 in the amount of \$204,399.39.	Roll call-Approved
5d	Approve financial statements – July 2018.	Roll call-Approved
8a	Approve update of Levy Tort Expenditures/Risk Management Plan.	Roll call-Approved
12	Adjournment of the board meeting at 7:02 P.M.	Approved

1. **Call to order**

Vice President Akeman called the meeting to order at 6:01 P.M.

Members Present:

Ms. Mary Jo Akeman	Vice President
Mr. Marc Griffin	Treasurer
Mr. Dewey Melton	Trustee
Ms. Julie Willaredt	Trustee

Members Absent:

Mr. Chris Hutchings	President
Ms. Linda McDonnell	Secretary
Ms. Susan Murphy	Trustee

Others Present:

Ms. Tina Hubert	Executive Director
Ms. Juliette Douglas	Deputy Director
Mr. Tallin Curran	IT & Facilities Manager
Ms. Kari Fischer	Administrative Assistant
Ms. Kate Kite	Research Librarian/Teen Services
Mr. Tyler Gerlach	Volunteer
Ms. Pamela Gerlach	Parent
Ms. Olivia Boone	Volunteer
Ms. Samantha Richardson	Volunteer
Ms. Diana Richardson	Volunteer

2. **Approve Agenda**

Motion: Griffin Second: Willaredt

APPROVE THE AGENDA WITHOUT CORRECTIONS

Motion carried.

3. **Public Comments**

a. **Recognize 2018 Teen Volunteers**

Vice President Akeman and Ms. Kite recognized the following six teen volunteers for their generosity.

Mr. Tyler Gerlach
 Ms. Olivia Boone
 Ms. Samantha Richardson
 Ms. Diana Richardson
 Ms. Lillian Sloan
 Ms. Dezziree Bonds

6:06 P.M. Ms. Kite, Ms. Gerlach, and the Teen Volunteers exited the meeting.

4. **Approval of Minutes**

Motion: Melton Second: Willaredt

APPROVE THE MINUTES OF THE JULY 10, 2018 REGULAR BOARD MEETING AS PRINTED.

Motion carried.

5. **Financial**

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

Motion: Melton Second: Griffin

APPROVE, FOR AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE IN NEW ORLEANS, LA, JUNE 2018, TRAVEL REIMBURSEMENT COSTS OF: LINDA MCDONNELL \$810.69. TRUSTEE MCDONNELL PREVIOUSLY RECEIVED \$924.12 FOR HER HOTEL EXPENSES.

Roll Call:

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

Motion carried

b. Approve FY2019 Working Management Budget

Motion: Melton Second: Willaredt

APPROVE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019 WORKING MANAGEMENT BUDGET.

Roll Call:

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

Motion carried

c. Approve Payment of Bills

Motion: Griffin Second: Melton

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: JULY 2018 IN THE AMOUNT OF \$ 204,399.39.

Roll Call:

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

Motion carried

d. Approve Financial Statements

Motion: Willaredt Second: Griffin

ACCEPT THE FINANCIAL STATEMENTS FOR JULY 2018 AS PRESENTED.

Roll Call:

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

Motion carried.

6. Correspondence

- Copy of the notice that the Illinois Department of Labor will be posting the 2018 prevailing wage rates for our county on Wednesday, August 15, 2018
- Copy of the thank you letter to Ms. Standerfer for her donation to the upcoming Roadside Training partnership
- Copy of the thank you letter to The Lumpkin Family Foundation, Ms. Standerfer's employer, for their matching donation
- Copy of 2 payments from the Madison County Treasurer for partial real estate tax collected for prior years and the year 2017
- Copy of the payment from the Illinois Comptroller for FY2018 Public Library Per Capita Grant
- Copy of an email from Ms. Carney regarding her experience providing translation services between an SMRLD customer and the IRS

- Copy of an email to Ms. Hanke Young from a father requesting a copy of a picture of his son taken at a summer reading event
- Copy of the IllinoisSouth Tourism Times with SMRLD's passport services ad
- Copy of a Google 5-Star Review
- Copies of SMRLD items appearing in the media
- Copies of 10 SMRLD Incident Reports
 - Copy of 1 banned letter

7. Director's Report

- FY 2017-2018 Statistical Report
- Illinois Public Library Annual Report (IPLAR) is being prepared
- Copy of the letter from the Granite City TIF Grants Committee notifying SMRLD of our preliminary approval of up to \$9,000.00 to help with ADA, life safety and other building code compliance related improvements
- Copy of Ms. Williamson's (nee LeMaster) retirement letter effective September 21, 2018.
- Elevator lawsuit continues to proceed as planned

a. Human Resources/Personnel

i. Roadside Training partnership / Staff Development

Effort to bring more continuing education to Southern Illinois libraries. The current planning committee consists of one member each from SMRLD, Carbondale, Effingham, Mount Vernon, Chatham, and Metropolis libraries. The first training opportunity will be SMRLD's staff training day on Friday, September 21st at St. Gregory's Armenian Hall, Granite City, IL with several other opportunities in the planning process

b. Facilities & Operations

i. Department Overview – Juliette Douglas, Deputy Director

Deputy Director Douglas presented an overview of the Deputy Director and Delmar Avenue's Research and Customer Services day-to-day operations

ii. Library Building Program report. - None

8. New Business

a. Update Levy Tort Expenditures/Risk Management Plan

Motion: Willaredt Second: Griffin

APPROVE UPDATE OF LEVY TORT EXPENDITURES/RISK MANAGEMENT PLAN.

Roll Call:

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

Motion carried.

b. First reading of Combined Budget & Appropriations Ordinance 2018-004

Director Hubert presented a first reading of the Combined Budget & Appropriations Ordinance 2018-004

9. Unfinished Business

a. Property for Consideration –Tabled

10. Reports

a. Friends of the Library – None

11. Board Orientation

Secretary McDonnell has been registered for the Illinois Library Association Conference –October 9-11,
Peoria

12. Adjournment

Motion: Melton Second: Willaredt

THAT THE MEETING BE ADJOURNED AT 7:02 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:

August 2018

Accounts Payable: Regions Checks 21908-21929	\$	36,791.68
Accounts Payable: Bank of Edw Check	\$	-
Issued Monthly Payments - Bank of Edw. Checking	\$	9,321.27
Issued Monthly Payments - Regions Bank Checking	\$	39,029.77
Payroll (Net Pay) 3 pay periods	\$	92,196.05
Payroll (Taxes & Deductions)	\$	39,953.65
TOTAL	\$	217,292.42


Stacy Bond, Accountant

8/30/2018


Date

Approved By:


Tina Hubert, Director

9-11-18

Date


Chris Hutchings, President

9-11-18

Date


Marc Griffin, Treasurer

9-11-2018

Date