

Board Meeting Minutes
 May 8, 2018
 2001 Delmar Avenue, Granite City, IL 62040



Summary of Selected Motions

Agenda Item	Motion	Result
1	Call to order at 6:04 P.M.	
2	Approve the agenda without corrections	Approved
3	Secretary McDonnell administered the Oath of Office to Ms. Susan R. Murphy	
5	Approval of Minutes –April 10, 2018 board meeting .	Approved
6a	Approve, for Public Library Association Annual Conference in Philadelphia Pennsylvania, March 2018, reimbursement costs of: Linda McDonnell \$800.92. Trustee McDonnell previously received \$1,104.18 for her hotel expenses (4 nights stay in hotel at \$239 per night, with 15.50% tax). Her total reimbursement is \$1,905.10.	Roll call-Approved
6b	Approve Payment of Bills – April 2018 in the amount of \$207,668.29	Roll call-Approved
6c	Approve financial statements – April 2018.	Roll call-Approved
13	Adjournment of the board meeting at 7:24 P.M.	Approved

1. Call to order

President Hutchings called the meeting to order at 6:04 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
Ms. Kate Kite	Research Librarian

2. Approve Agenda

Motion: McDonnell Second: Melton

APPROVE THE AGENDA WITHOUT CORRECTIONS

Motion carried.

3. Administer Oath of Office 75 ILCS 16/30-40(a) for newly appointed trustee

Secretary McDonnell administered the Oath of Office to Ms. Susan R. Murphy

4. Public Comments – None

5. Approval of Minutes

Motion: McDonnell Second: Murphy

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

Motion carried.

6. Financial

a. Approve Trustee Travel Expense Reimbursement for PLA Conference

Motion: Willaredt Second: Melton

APPROVE, FOR PUBLIC LIBRARY ASSOCIATION ANNUAL CONFERENCE IN PHILADELPHIA PENNSYLVANIA, MARCH 2018, REIMBURSEMENT COSTS OF:

LINDA MCDONNELL \$800.92. TRUSTEE MCDONNELL PREVIOUSLY RECEIVED \$1,104.18 FOR HER HOTEL EXPENSES (4 NIGHTS STAY IN HOTEL AT \$239 PER NIGHT, WITH 15.50% TAX). HER TOTAL REIMBURSEMENT IS \$1,905.10.

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: Willaredt

APPROVE THE INVOICES FOR PAYMENT AS PRESENTED: APRIL 2018 IN THE AMOUNT OF \$207,668.29.

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: Murphy

ACCEPT THE FINANCIAL STATEMENTS FOR APRIL 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.

7. Correspondence

- Copy of Non-Resident Fee Survey (FY2018) form submission confirmation
- Copy of letter from AFSCME Council 31 regarding the upcoming decision in the U.S. Supreme Court *Janus v. AFSCME* Illinois fair share fee law
- Copy of SMRLD's Certificate of Status of Exempt Property
- Copy of email correspondence regarding SmartProcure FOIA request and withdrawal for PO/Vender Information
- Copy of letter from the Secretary of State awarding SMRLD the *Fresh Reads Initiative* Grant in the amount of \$4,999.00
- Copy of the letter from the Secretary of State awarding SMRLD a FY 2018 Illinois Library Per Capita Grant in the amount of \$54,696.25
- Copy of a thank you card from Mr. Gregg McGee for the sympathies expressed by the staff and board at his mother's passing
- Copy of the Wednesday, April 11, 2018 Chamber of Commerce Southwestern Madison County Business & Industry Appreciation Evening program
- Copy of the Passport and Hunting & Fishing Licenses flyers translated to Spanish by Ms. Carney for distribution at the Latino Roundtable
- Copy of the Monday, May 14, 2018, Rotary Club BBQ flyer
- Copy of recognition certificates from Gateway EITC Community Coalition for Director Hubert, Deputy Director Douglas, Mr. Smith, and Ms. Baugh for their dedication and hard work during the 2018 tax season
 - 110 tax returns were filed at SMRLD, with total combined refunds of \$172,207
- Copy of the letter from Riverbend Head Start regarding SMRLD's inclusion in their 2018-2019 Community Resource Directory
- Copy of a Google My Business 5-Star Review for Delmar Avenue
- Copies of SMRLD items appearing in the media
- Copies of 7 SMRLD Incident Reports
 - Copies of 1 patron letter

8. Director's Report

a. Human Resources/Personnel

i. Erica Hanke-Young & Kate Kite presentation on PNG & Illinois Veterans' History Project

Ms. Hanke-Young and Ms. Kite presented an overview of the history of the Project Next Generation Grant and the Illinois Veterans' History Project as well as SMRLDs involvement with both in 2018 via the Six Miles Community Voices Project with filmmaking activities and workshops for youth ages 10-14.

Ms. Hanke-Young and Ms. Kite exited the meeting at 7:01 P.M.

- SMRLD is reaping the benefits from networking and relationship building within the community
 - Copies of SMRLD items appearing on the Granite City School District #9 website
 - Copies of SMRLD items appearing on other organizations' Facebook pages
- Trustee Melton's suggestion for the Upcoming New Releases is now available at both customer service desks as well as online at smrld.org

b. Facilities & Operations

i. Elevators

- Three-stop elevator has passed inspection, but the two-stop did not. Further repairs are being completed and both elevators should be completed and ready for use by the end of the week
- Lawsuit discovery phase is underway and depositions are being scheduled

9. New Business

a. Overview of Madison County Tax Year 2017 Tax Computation Report

Director Hubert presented the comparison of the 2016 and 2017 tax computation reports. SMRLD will see an overall decrease of property tax revenue in 2017 of \$17,630.05 over 2016.

10. Unfinished Business

11. Reports

- a. Friends of the Library** –Next meeting is May 15, 2018 at 6:30 P.M. in the Library Training and Events Room at Delmar Avenue to discuss the annual book sale to be held May 31- June 2, 2018.

12. Board Orientation

- a. Passport Acceptance Facility Services** –Now available at 2001 Delmar Ave Monday through Thursday from 9:00 A.M. to 7:00 P.M. and Friday & Saturday from 9:00 A.M. to 4:00 P.M. The Post Office has been notified, broad reaching advertisement and marketing plans are underway and will begin soon.

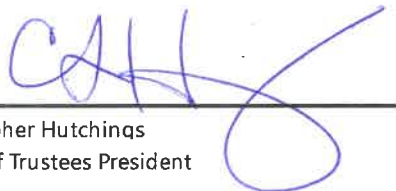
13. Adjournment

Motion: Willaredt Second: Murphy

THAT THE MEETING BE ADJOURNED AT 7:24 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:

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
TOTAL	\$	163,408.26


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 Date