

## **North Suburban Library District**

Regular Session

7/19/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Steve Sinkiawic, Sara Porter, Tom Powers, Gary Welden. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the June 21 meeting was made by Rachel and seconded by Steve. Motion carried.

**Treasurer's Report:** Steve reviewed the treasurers' report, the bills paid report, and the financial summary report for June noting that a correction needed to be made. A corrected summary was subsequently forwarded to the Trustees. Motion to approve the three reports was made by Steve with exception noted and seconded by Nick. Motion carried.

### **Librarian's Report:**

- New furniture in the Children's department includes chairs, shelving and tables. More chairs are on the way.
- Quotations are being acquired for a modular reference desk in Roscoe and more mobile tables for the homework room. Cost would come out of Special Projects.
- Harlem Middle School evacuation exercise is scheduled for Friday September 14<sup>th</sup>. The Loves Park library will open at 10 am that day.
- Hiring for two department head positions is underway.
- Staff has been running many clean up reports in preparation for the move to Prairie Cat. Statistical (5 year) histories are being collected in various areas.
- Associated Bank and the Siepert Auditors will attend the August meeting.
- Winnebago County Chairman will be at our September meeting.

**Committee Reports:** None

**Board Development:** FY18 Review of the budget expenditures and special projects.

### **Unfinished business:**

- Mary provided an update of the move to Prairie Cat by the NIC libraries. A time line is being developed; the plan is to move the NIC libraries in May 2019
- Spectrum did some additional research regarding NSLD BC/BS health insurance and recommends going back to the original recommendation. Motion was made by Jane to stay with the original option, seconded by Sara. Motion carried.
- Liability insurance bids will be reviewed at a special meeting on July 24<sup>th</sup>. Prospective providers will discuss both coverage and cost estimates.

### **New Business:**

- Steve will move to his new home soon and will have to step down as Board Treasurer.
- FY19 Budget and Appropriation review and vote in August.

**Committee Reports:** None

**Correspondence:** None

**Board Discussion:** None

Motion to adjourn was made at 6:59 PM by Jane and seconded by Tom and Gary. Motion carried.

## **North Suburban Library District**

Regular Session

8/16/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Sara Porter, Tom Powers, Gary Welden. **Absent:** Steve Sinkiawic. **Staff Members:** Mary Petro, Joyce Kohley. **Guests:** Melissa Fellows and Matt Gabel of Associated Bank.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the July 21 meeting was made by Tom and seconded by Rachel. Motion carried.

**Treasurer's Report:** Tom reviewed the treasurers' report, the bills paid report, and the financial summary report for July. Motion to approve the three reports was made by Tom with exception noted and seconded by Gary. Motion carried.

### **Librarian's Report:**

- Fall newsletters will be going out to patrons around Labor Day;
- Harlem Middle School evacuation plans will be firmed up prior to the September 14<sup>th</sup> evacuation drill. The NSLD/Loves Park Library will be closed until 10 AM that day;
- Kari Munger has been promoted to Department Head of Customer Services, and Dave Harding will be starting work at NSLD on August 27<sup>th</sup> as Department Head of Building and Grounds;
- On July 25<sup>th</sup>, 2018 PrairieCat delegates voted to approve acceptance of all the NIC libraries into their consortium;
- NSLD RAILS (PrairieCat) grant for equipment was applied for this month;
- Winnebago County Chairman Haney will be at our September meeting.

**Committee Reports:** None

### **Board Development:**

- Information was distributed and discussion followed covering NSLD statistical results comparisons over the previous two years.

### **Unfinished business:**

- Discussion and explanation regarding problems with accounting software, Traverse and Timecard, and possible solutions were discussed. Open Systems will review software and suggest solutions. Motion to approve expenditure of up to \$8500 for Open Systems to perform review was made by Jane and seconded by Sara. Motion carried unanimously.

### **New Business:**

- Motion to accept the Budget and Appropriation Ordinance #2018-03 was made by Rachel and seconded by Gary. Motion carried.
- Motion to nominate Sara Porter as Board Treasurer for North Suburban Library District was made by Jane and seconded by Nick. Motion carried unanimously.

**Committee Reports:** None

**Correspondence:** None

**Board Discussion:** None

Motion to adjourn was made at 6:51 PM by Nick and seconded by Tom. Motion carried.

## **North Suburban Library District**

Regular Session

9/20/2018

**Present:** Rachel Parry, Nick Nelson, Steve Sinkiawic, Sara Porter, Tom Powers, Gary Welden. **Absent:** Jane Burden. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Nick at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the August 16 meeting was made by Rachel and seconded by Gary. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for August. Motion to approve the three reports was made by Steve and seconded by Tom. Motion carried.

### **Librarian's Report:**

- Fall newsletters have been mailed;
- Harlem Middle School test evacuation was held and went well;
- Winnebago County Chairman Haney rescheduled his visit;
- A card from Janet Lynn was received with signed copies of her book;
- The process to switch treasurer and bank account authorizations has begun;
- Election packets with a check list were distributed;
- Spoke about Lifescape visit and positive feedback from wider patron base;
- We have been participating in an area wide billboard campaign in September to make the public more aware of available library services;
- NSLD will be getting \$38,000 from a RAILS Grant for equipment.

**Committee Reports:** None

### **Board Development:**

- Reviewed the materials collection development policy;
- The State of Illinois is updating their "Serving our Public" document for the 2019 Per Capita Grant. More information will follow.

### **Unfinished business:**

- The implementation team is in place for the ILS Project, PrairieCat migration from NIC. Committee members are Nicole Johnson, Kristi Fane, Kari Munger, Mary Petro and Peter Caton.

### **New Business:**

- Siepert staff, NSLD staff and the Open Systems consultant will review the timecard program that works with Traverse accounting software. HR Source and the accountants will review options; this will likely take some time to sort out. Watch for more information. A consultant will be out the second week of October to review the Open Systems and timekeeping software;
- Motion to accept the FY19 Estimate of Revenues Resolution was made by Sara and

seconded by Gary. Motion carried.

- Motion was made by Rachel and seconded by Tom to move forward with Spectrum to get additional information on insurance for North Suburban Library District. Motion carried unanimously.

**Committee Reports:** None

**Correspondence:** Card from Janet Lynn.

**Board Discussion:**

- Steve will be resigning at the end of the year.

Motion to adjourn was made at 7:00 PM by Steve and seconded by Sara. Motion carried.

## **North Suburban Library District**

Regular Session

10/18/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Gary Welden, Tom Powers. **Absent:** Steve Sinkiawic, Sara Porter . **Staff Members:** Mary Petro, Joyce Kohley. **Guests:** Tom Yoe, Winnebago County Chairman Frank Haney.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:29 P.M.

**Public Comments:** None

Chairman Haney reported on budget numbers, deficit spending, highway issues and a number of other ongoing efforts by the County. Stated the libraries are really important for community development and said that the County is a willing partner with NSLD for promotional programs.

**Approval of Minutes:** Motion to accept the minutes of the September 20 meeting was made by Gary and seconded by Tom. Motion carried.

**Treasurer's Report:** Tom reviewed the treasurers' report, the bills paid report, and the financial summary report for September. Motion to approve the three reports was made by Tom and seconded by Nick. Motion carried.

### **Librarian's Report:**

- Head of Building and Grounds, Michael Platt has officially retired. He will return periodically part time as needed;
- eRate contracts for the next year are being signed and will cost \$1750 for Roscoe and \$2500 for Loves Park;
- NSLD staff has extended available computer time to non-residents and reciprocal card holders in an effort to support demand;
- Financial audit begins in October. Report will be made to the board in November;
- Spectrum is working on additional information for the board and will be back to meet with the Board next month to discuss various insurance options;
- 75<sup>th</sup> Anniversary promotion ideas were discussed.

**Committee Reports:** None

### **Board Development:**

- Beyond the Confetti; with the 75<sup>th</sup> anniversary year we will begin planning again.

### **Unfinished business:**

- NSLD staff is working on the internal control project. Open Systems consultant Mike Ayers reviewed the time keeping software and the corresponding Traverse payroll system. Watch for more information to follow on this project.
- The Prairie Cat migration is in process; a timeline for this project was provided. More information will follow. The next meeting with Prairie Cat is in November.

### **New Business:**

- Motion to approve the F/Y 2019 Levy Ordinance #2018-04 was made by Nick and seconded by Tom. Motion was carried unanimously.

**Committee Reports:** None

**Correspondence:** Park Chamber dinner could not be attended this year due to schedule conflict with NSLD Board meeting.

**Board Discussion:**

- December board meeting will be cancelled; a special meeting will be held on November 29 to get the financial audit report from Siepert. A date for a special meeting for insurance decisions will be chosen at the next meeting.
- Board members have received requests to consider expanding the district due to growth.

Motion to adjourn was made at 7:14 PM by Rachel and seconded by Nick. Motion carried.



## **North Suburban Library District**

Regular Session

11/15/2018

**Present:** Jane Burden, Rachel Parry, Nick Nelson, Gary Welden, Tom Powers, Steve Sinkiawic, **Sara** Porter . **Staff Members:** Mary Petro, Joyce Kohley. **Guests:** Tom Yoe, Jimmy Rozinski, Todd Martinovich.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:30 P.M.

**Public Comments:** None

Jimmy Rozinsky and Todd Martinovich went over quotes from various companies for the 2018 Building, Grounds, Casualty and other insurance coverages. Motion was made by Steve and seconded by Nick to accept coverages by Grange (building, grounds casualty), and Lloyds of London (abuse and molestation coverage) with an additional \$1mil umbrella limit. Roll call vote yielded 7 ayes, 0 nay. Motion carried.

**Approval of Minutes:** Motion to accept the minutes of the October 18 meeting was made by Rachel and seconded by Tom. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for October. Motion to approve the three reports was made by Steve and seconded by Nick. Motion carried.

### **Librarian's Report:**

- Official retirement of Trustee Treasurer Steve Sinkiawic has been received;
- Radio advertising, mailings, billboards and other events are being planned to support NSLD 75<sup>th</sup> anniversary;
- NSLD will start opening on Sundays in January;
- Meeting room rentals are scheduled to start ½ hour after the library opens, and to end ½ hour before the library closes;
- Mercy Health is applying for property tax exemptions for their new properties on Riverside;
- TIF meeting payout from Machesney Park in December will be just over \$20K;
- PrairieCat migration update was provided.

**Committee Reports:** None

### **Board Development:**

- ADA handout was provided to the trustees, which relates to requirements of the Per Capita Grant which will be filed for the next year in January 2019.

### **Unfinished business:**

- The PrairieCat implementation team meets regularly and we are still on track for a mid-May migration.
- Open Systems recommended NSLD get third party timekeeping software in their report, and NSLD has reached out to Kronos, a recommended company.

Additional information will follow.

**New Business:**

- Motion to approve the 2019 Holiday Closing Dates was made by Rachel and seconded by Sara. Motion carried.
- 75<sup>th</sup> Anniversary Celebration promotions will start in January and will include advertisements, book bags, special programs and other events and activities.

**Committee Reports:** None

**Correspondence:** None

**Board Discussion:**

- December board meeting will be cancelled.
- Tom Yoe stated that he feels he is interested in joining the NSLD board.

Motion to adjourn was made at 7:20 PM by Steve and seconded by Jane. Motion carried.

## North Suburban Library District

Regular Session

11/29/2018

**Present:** Jane Burden, Nick Nelson, Gary Welden, Steve Sinkiawic, Rachel Parry.

**Absent:** Sara Porter, Tom Powers **Staff Members:** Mary Petro, Joyce Kohley. **Guests:** Tom Yoe, Mark Trotter of Siepert & Co.

The Board of Trustees meeting was held at the North Suburban Library, 6340 North Second Street, Loves Park, Illinois and was called to order by Jane at 5:31 P.M.

**Public Comments:** None

Mark Trotter, Siepert & Co., reviewed the audit results of the 2018 financial audit. Motion to accept the audit was made by Sara and seconded by Steve. Motion carried unanimously.

**Approval of Minutes:** Motion to accept the minutes of the November 15 meeting was made by Nick and seconded by Gary. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for October. Motion to approve the three reports was made by Steve and seconded by Nick. Motion carried.

### **Librarian's Report:**

- December board of trustees meeting will be cancelled. Board packets to be mailed mid-month.
- Jane, and Tom Powers will not be at the regularly scheduled board of trustees meeting in January. Tom Yoe will be sworn in as a new trustee at the January meeting.
- NSLD staff are working on eRate quotes for bandwidth and hardware to be purchased in FY 2020.
- Spectrum staff are working to get the new insurance policies in place.
- The NSLD winter newsletter will be mailed out in early January.

**Committee Reports:** None

**Board Development:** Mary is working on handouts for the trustees to help us for planning. Would like to do a short update of the various programs and services we support in order to plan for the future.

**Unfinished business:** We are getting additional information on the implementation, ongoing maintenance and costs to manage a third party timekeeping software and services system.

The PrairieCat implementation team; RAILS, PrairieCat, Innovative, NIC Libraries and NSLD staff will meet again in December.

**New Business:** Vote to cancel the December meeting: Motion was made by Jane and seconded by Steve. Motion carried.

**Committee Reports:** None

**Correspondence:** None

**Board Discussion:** None

Motion to adjourn was made at 6:30 PM by Steve and seconded by Gary. Motion carried.

## **North Suburban Library District**

Regular Session

1/17/2019

**Present:** Nick Nelson, Rachel Parry, Sara Porter, Gary Welden. **Absent:** Jane Burden, Tom Powers **Staff Members:** Mary Petro, Joyce Kohley. **Guests:** Tom Yoe.

The Board of Trustees meeting was held at the North Suburban Library, 5563 Clayton Circle, Roscoe, IL and was called to order by Nick at 5:27 P.M.

**Public Comments:** None

Tom Yoe, new Trustee, received the oath of office and was sworn in by Nick Nelson.

**Approval of Minutes:** Motion to accept the minutes of the November 29 meeting was made by Tom Yoe and seconded by Rachel. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for December. Motion to approve the three reports was made by Nick and seconded by Gary. Motion carried.

### **Librarian's Report:**

- The winter newsletter has been mailed and electronically transmitted this month.
- NSLD filed our Library Certification and Per Capita grant with the State Library. Our levy, audit, property tax exemption forms and other end of year documents have been filed with the counties.
- Next all staff meeting is February 1; local police will be conducting the program.
- Work is beginning on the F/Y 20 budget. Mary is working with our attorney to review some existing documents in order to plan more effectively.

**Committee Reports:** None

### **Board Development:**

- Mary reviewed the 2019 Per Capita Grant requirements on fund raising. Donations mechanisms include drop boxes, book bags, miscellaneous donations, book sales, Escript, endowments; 501c3 donations such as Kohl's as well. Promotions supported by donations include eBooks, eAudios, miscellaneous equipment and specialty materials. Hours spent vs. benefit received is tracked.

### **Unfinished business:**

- The 'Northern 8' migration work continues to be done by an excellent team. All parties seem to be contributing well.
- Mary briefly reviewed Prairie Cat differences and migration processes. Carl Eckland will help us to remain legal and on track.
- PC training will start soon and will continue after software turn-on this Spring.
- Accounting software problem is unresolved.

**New Business:** Sue Foley trust bank documents have been signed and filed. Estimated benefit will be in the \$40,000 range and is earmarked for Children's.

**Committee Reports:** None

**Correspondence:** None

**Board Discussion:** None

Motion to adjourn was made at 6:40 PM by Tom Y. and seconded by Sara. Motion carried.

## North Suburban Library District

Regular Session

2/21/2019

**Present:** Jane Burden, Rachel Parry, Sara Porter, Gary Welden, Tom Yoe. **Absent:** Nick Nelson, Tom Powers. **Staff Members:** Mary Petro, Joyce Kohley, Dave Harding.

The Board of Trustees meeting was held at the North Suburban Library, 6340 N. Second Street and was called to order by Jane at 5:29 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the January 17 meeting was made by Tom Yoe and seconded by Rachel. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for January. Motion to approve the three reports was made by Tom and seconded by Jane. Motion carried.

**Librarian's Report:** The new state minimum wage increase will become law in January, with increases every six months until minimum of \$15.00/hour is reached in 2020.

**Committee Reports:** None

**Board Development:** Dave Harding, new Buildings and Grounds Manager, was introduced to the trustees. He spoke about learning the workings of the two buildings and the challenges of the current winter. Trustees greeted him warmly and welcomed him to NSLD. Mary stated that Attorney Eckland is evaluating existing maintenance contracts covering services and support for the next year.

**New Business:** Library Certification completed.

### Old Business:

- Sue Foley trust funds have been received. Funds will be designated for the Children's Department purchases and programs.
- Northern8 migration is proceeding smoothly. A PrairieCat fee of \$4124.23 will need to be paid, it will be coming from the NIC fund.
- Mary spoke with Zabinski Consulting Services for help with the timecard and accounting problems. Motion was made by Jane and seconded by Sara to give Mary authority to contact Zabinsky consulting regarding the accounting software project. Motion carried.

**Correspondence:** Economic Interest statements will soon be due. May be completed on line.

**Board Discussion:** None

Motion to adjourn was made at 6:34 PM by Rachel and seconded by Gary. Motion carried.

## **North Suburban Library District**

Regular Session

3/21/2019

**Present:** Nick Nelson, Rachel Parry, Sara Porter, Gary Welden, Tom Yoe. **Absent:** Jane Burden, Tom Powers. **Staff Members:** Mary Petro, Joyce Kohley, Dave Harding.

The Board of Trustees meeting was held at the North Suburban Library, 6340 N. Second Street and was called to order by Nick at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the February 21 meeting was made by Tom Yoe and seconded by Gary. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for February. Motion to approve the three reports was made by Nick and seconded by Rachel. Motion carried.

### **Librarian's Report:**

- Mary reviewed the new minimum wage law and how it will impact the Library.
- 75<sup>th</sup> anniversary promotions are going out. The trustees were presented with a 75<sup>th</sup> anniversary tote bag.

**Committee Reports:** None

### **Board Development: Budget FY20**

- Dave Harding, Buildings and Grounds Supervisor, reviewed the maintenance contracts. As part of budgeting he has been reviewing costs, coverage and services provided. Motion was made by Tom Yoe to consult our attorney regarding the Johnson Control contract. Sara seconded the motion and it was carried unanimously.
- Motion was made by Tom Yoe to look at other security options and discontinue phone line to North Suburban Women's Club building; seconded by Nick. Motion carried unanimously.
- Motion to cancel the fire security alarm contract with JCI was made by Rachel and seconded by Gary. Motion carried unanimously.
- Long range planning needs to be started in regard to the NSLD/Roscoe library and the NSLD/Loves Park library. The Children's Department roof is in bad condition and needs to be replaced. Motion to spend \$5,000 to hire the roofing consultant specialist was made by Tom Yoe and seconded by Nick. Motion carried.
- Strategic planning will need to be done to get a plan in place to address; the minimum wage increase and buildings repairs/replacements among other things. Planning will need to be done during the next year.

### **New Business:**

- Motion was made to send a letter to Siepert expressing dissatisfaction with the service received by NSLD by Tom Yoe, seconded by Nick. Motion carried.
- FY19 Projects; sections of the parking lot at NSLD/Loves Park needs to be



replaced. Motion to permit Dave to get bids for patch/repair of front parking lot was made by Rachel and seconded by Sara. Motion carried.

- FY19 Projects; Furniture for staff offices and the NSLD/Loves Park adult copier/scanners. Motion to approve the furniture purchase was made by Sara and seconded by Rachel. Motion carried.
- Motion to approve Resolution 2019-01, non-resident fees be kept at \$125 per year was made by Sara and seconded by Gary. Roll call vote yielded 5 aye, 0 nay, 2 absent. Motion carried.

**Old Business:**

- PrairieCat training is almost an ongoing daily occurrence now. Data is being moved into the new system. On May 21 NSLD will go live. Promotional information is going out.
- Accounting software and timekeeping software will be reviewed by Kelly Zabinski.

**Correspondence:** None.

**Board Discussion:** Rachel advised that the NSLD Friends is still listed on donation sites. NSLD staff explained that we are unable to remove this from these sites.

Motion to adjourn was made at 7:16 PM by Nick and seconded by Gary and Sara. Motion carried.

## North Suburban Library District

Regular Session

4/18/2019

**Present:** Jane Burden, Sara Porter, Gary Welden, Tom Powers, Tom Yoe. **Absent:** Nick Nelson, Rachel Parry. **Staff Members:** Mary Petro, Joyce Kohley.

The Board of Trustees meeting was held at the North Suburban Library, 6340 N. Second Street and was called to order by Jane at 5:26 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the March 21 meeting was made by Tom Yoe and seconded by Gary. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for March. Motion to approve the three reports was made by Sara and seconded by Tom P. Motion carried.

### **Librarian's Report:**

- Official word was received that Tom Yoe, Gary Welden, and Rachel Parry have been officially elected to the NSLD Board of Trustees.
- The 75<sup>th</sup> anniversary party was well attended with hundreds of people stopping to visit.
- The May book sale is approaching; promotional bookmarks and postcards are being distributed.
- Summer reading club begins immediately after Memorial Day.

**Committee Reports:** None

**Board Development:** The preliminary F/Y 2020 budget was presented and discussed with the trustees, covering options to accommodate the minimum wage increases, special projects to be completed during the year, increases in budget lines for Open Systems, mileage, insurance and PR. "Hoopla" is being added to the materials line in coming years, but will be purchased from donations the first years. NIC payout will also come due during the next fiscal year.

**New Business:** We are currently working with Innovative, PrairieCat and the NIC libraries on a timeline for closing up the group. Mary reviews some of the steps that need to be completed to accomplish this. Attorney Carl Eckland will generate a resolution and the legal documents required.

Motion to approve Ordinance 2019-01 the F/Y 2% Buildings and Grounds Levy was made by Tom Yoe and seconded by Gary. Motion carried.

### **Unfinished Business:**

- PrairieCat meetings continue on an almost daily basis in regard to the migration. This is an enormous task, moving along quickly now, with staff working hard to accomplish all that is needed.
- A consensus of the trustees agreed that a two day closure, May 20<sup>th</sup> and 21<sup>st</sup> for digital renovation was acceptable.

- No response has been received from Siepert regarding the letter the Board sent to them.
- Consultant Kelly Zabinski was out in early April to review the traverse software the review the accounting processes with staff. She has met with Mike Ayers, the Open Systems consultant and is going over his recommendations with him. Right now it appears that Traverse is working for us, but that the timecard software must be replaced. We are looking for products that might work for us.

**Correspondence:** None.

**Board Discussion:** None

Motion to adjourn was made at 6:06 PM by Tom Yoe and seconded by Tom Powers.  
Motion carried.

## **North Suburban Library District**

Regular Session

5/16/2019

**Present:** Sara Porter, Gary Welden, Tom Powers, Tom Yoe, Nick Nelson, Rachel Parry.

**Absent:** Jane Burden. **Staff Members:** Mary Petro, Joyce Kohley, Nicole Johnson.

The Board of Trustees meeting was held at the North Suburban Library, 6340 N. Second Street and was called to order by Nick at 5:30 P.M.

**Public Comments:** None

**Approval of Minutes:** Motion to accept the minutes of the April 18 meeting was made by Tom Powers and seconded by Gary. Motion carried.

Oath of office for trustees Rachel Parry, Tom Yoe, and Gary Welden were performed.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for April. Motion to approve the three reports was made by Nick and seconded by Rachel. Motion carried.

### **Librarian's Report:**

- Governmental flexible spending limits have been increased necessitating signature of new plan documents for Averill Anderson.
- New promotional ads promoting SRC, 75<sup>th</sup> anniversary will soon appear on billboards and in radio ads.
- Election of officers will be held next month. Should anyone wish to change their office, please contact Mary.
- Mary's evaluation will be sent electronically. Rachel will get the summary. Please watch for this to come to you and complete the survey.
- LED lights are being ordered before tariffs kick in for approximately \$28000.
- Updated contact list was distributed.

**Committee Reports:** None

**Board Development:** Nicole Johnson spoke to the trustees regarding planning, operations and services in the adult services and local history departments, addressing computer usage, Readers advisory, ILL and more. Options such as reducing Local History hours to 'by appointment only' might be ways to reallocate staff.

**New Business:** None.

### **Unfinished Business:**

- Numbers have been received from Winnebago County, requesting that the two major disbursements to NSLD be transmitted via wire transfer instead of ACH.
- Mary reviews the working budget line by line, with most lines reflecting minimal increase with the exception of staffing which shows a greater increase. Health insurance is showing a 2.8% decrease!
- Motion to accept F/Y 2020 working budget was made by Sara and seconded by

Tom Powers. Motion carried.

- Roof replacement over NSLD/Loves Park Children's department has been delayed due to weather conditions. Contract proposals are due in June.
- David met with roofers at the Roscoe library. That roof will need to be patched this year. Replacement in 2021; estimated cost of approximately \$200,000.
- Major project this month is the conversion to PrairieCat. Mary describes some of the many processes that are involved. The Library will be closed Monday 5/20 all day and Tuesday 5/21 until 4PM in order to accomplish the conversion efficiently.
- The accounting/time keeping software update was been on hold for the time being and will be readdressed once PrairieCat is up and running efficiently.

**Correspondence:** None.

**Board Discussion:** None

Motion to adjourn was made at 6:41 PM by Nick and seconded by Sara. Motion carried.

## **North Suburban Library District**

Regular Session

6/20/2019

**Present:** Jane Burden, Sara Porter, Gary Welden, Tom Powers, Tom Yoe, Nick Nelson, Rachel Parry. **Staff Members:** Mary Petro, Joyce Kohley.

Board of Trustees meeting was held at the North Suburban Library, 6340 N. Second Street and was called to order by Jane at 5:31 P.M.

**Public Comments:** None

Election of officers was chosen with President, Jane Burden, Vice President Nick Nelson, Secretary Rachel Parry, Treasurer Sara Porter. Motion to approve slate of officers was made by Tom Yoe, seconded by Gary Welden. Motion carried.

**Approval of Minutes:** Motion to accept the minutes of the May 16 meeting was made by Rachel and seconded by Tom Powers. Motion carried.

**Treasurer's Report:** Sara reviewed the treasurers' report, the bills paid report, and the financial summary report for May. Motion to approve the three reports was made by Sara and seconded by Jane. Motion carried.

### **Librarian's Report:**

- Statistics for FY 19 will be off this year due to PrairieCat migration. Staff is working hard to make sure that the migration proceeds smoothly.
- Next All Staff meeting will be held in August, with OSHA, PrairieCat training; Spectrum Insurance will be on hand to explain benefits, and Costco will be out to introduce their services.
- Memorial donations have been received from the Burden family and friends, as well as from the Literacy Council and others.

**Committee Reports:** None

**Board Development:** Mary reviews PrairieCat transition delay, staff duties and clean-up, explaining some of the variations in the work flow under the new regime. Transition is going well, but staff and patrons need to acclimate to the new systems.

**New Business:** The audit bid has been sent out.

### **Unfinished Business:**

- Recommendation by consultants is that NSLD should stay with Traverse software. Purchase of a 'not for profit' module is recommended as well. The timekeeping software search continues.
- A single bid was received from Distinctive Roofing for the planned work to the roof over the Children's department. Motion to accept Distinctive Roofing bid of \$91,170.00 was made by Tom Yoe and seconded by Tom Powers. Motion carried unanimously.

**Executive Session:** Meeting adjourns to closed session at 6:20 PM and returns at 6:27 PM.

**Correspondence:** None.

**Board Discussion:** None

Motion to adjourn was made at 6:33 PM by Gary and seconded by Nick. Motion carried.