

North Suburban Library District

Regular Session

7/18/2019

Present: Jane Burden, Sara Porter, Gary Welden, Tom Powers, Tom Yoe, Rachel Parry.

Absent: Nick Nelson. **Staff Members:** Mary Petro, Joyce Kohley, Dave Harding.

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 June 20 meeting as corrected was made by Tom Yoe and seconded by Tom Powers. Motion carried.

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

Librarian's Report:

- A \$50,000 grant has been earmarked for NSLD in the state budget, funds to be used for capital improvement.
- Mary mentions addition of Brian McMahon to the staff. He will attend the next board meeting.
- Motion was made to lock in a 3 year fixed rate gas energy contract by Tom Powers and seconded by Jane. Motion carried.
- Audit bids were received from several firms, preferred bid was from Wipfli since they work with some local auditors and their price was best. Motion to approve a 5 year contract with Wipfli was made by Tom Yoe and seconded by Jane. Motion carried.
- Roof repair will commence in August. Library will have to be shut down when new HVAC unit is lifted onto the roof.
- NIC close-up should conclude by late Fall.

Committee Reports: None

Board Development: Dave Harding reviewed a long range plan, covering the new Loves Park children's department roof, and possible future expansion. Reviewed repairs and expansion needed at the Roscoe location that could cost between \$8-\$10 million dollars. Mary suggests working with a structural engineer to plan future work.

New Business: Mary distributes and discusses the FY20 Budget and Appropriation draft document.

Unfinished Business: None

Correspondence: Thank you cards received from staff for bonus for Prairie Cat work given them.

Board Discussion: A brief discussion regarding places to place promotional material and how to fairly distribute items.

Motion to adjourn was made at 6:55 PM by Rachel and seconded by Tom Y. Motion carried.

North Suburban Library District

Regular Session

8/15/2019

Present: Jane Burden, Nick Nelson, Sara Porter, Gary Welden, Tom Yoe, Rachel Parry.

Absent: Tom Powers. **Staff Members:** Mary Petro, Joyce Kohley, Brian McMahon.

Board of Trustees Budget and Appropriation Hearing was held at the North Suburban Library, 6340 N. Second Street at 5:00pm.

It was followed by the regular meeting that was called to order by Jane at 5:07 P.M.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the July 18 meeting as corrected was made by Tom Yoe and seconded by Nick Nelson. Motion carried.

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

Librarian's Report:

- Roof replacement to begin on September 9th. NSLD will be closed until 4PM per OSHA requirements while the air conditioning unit is raised by crane to the rooftop. On September 20th the library will again as the remaining work is completed.
- One certificate of deposit is coming due and may be reinvested to garner better interest rates.
- Hoopla is up and running.
- The IPLAR report is in process and will be submitted to the state next week.
- September is 'National Library Card Sign-up' month. Billboards and the fall newsletter will offer promotional material.

Committee Reports: None

Board Development: Brian McMahon was introduced to the Board. He will be overseeing the administration/finance staff and helping Mary bring the department into compliance with the internal audit.

New Business:

- HVAC Project: Motion made by Tom Yoe and seconded by Rachel to spend up to \$120,000 to purchase software and hardware to support the library building and grounds. Motion carried.

Unfinished Business:

- Audit Project: Introduction of Dan Rowe, WIPFLI auditor. Audit report is scheduled for November.
- Roof Project: Starting in September
- NIC Project: NIC server is shut down and legal documents for the closing will come this fall.

- Accounting Software/Timekeeping Project: reviewing the option to outsource payroll made by various consultants. Having two part time positions in administration remains the goal. Redundancy and segregation of duties are a big issue and we need a different blend of staff skillsets. NSLD staff is aware of this plan.

Correspondence: None

Board Discussion: NSLD radio ads have been heard by a few trustees recently.

Motion to adjourn was made at 6:47 PM by Nick and seconded by Sara. Motion carried.

North Suburban Library District

Regular Session

9/19/2019

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

Public Comments: None

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

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

Librarian's Report:

- Roof replacement began on September 4th. There have been several delays due to weather.
- Auditors will be at NSLD to do the audit this week and next. Their report to the board is scheduled for November at this time.
- Nicole has completed a grant from Northern Illinois Community Foundation to assist in the cost of digitization of the local newspapers.
- The Fall book sale was enthusiastically received by the community. We sold books as well as used computers.
- Billboards are advertising National Library Card sign up month.
- We are attempting to remove the 20 hour minimum requirement for participation in the 457b program with Raymond James in order to meet new state requirements for employees.
- An interesting statistical comparative with IPLAR statistics was distributed which highlighted some of the programs and services.

Committee Reports: None

Board Development: Barb Jacobs eloquently reviewed Children's Departmental fundamentals, challenges, strengths, space, service and materials requirements, as well as recommendations for possible department renovations.

New Business:

- Motion was made by Tom and seconded by Sara to approve the Budget and Appropriation Ordinance 2019-03. Motion carried.
- Motion to accept the Resolution to Determine Estimate of Revenues by Taxation was made by Sara, seconded by Nick. Motion carried.
- Motion to accept the Estimate of Revenues by Source was made by Sara and seconded by Tom Powers. Motion carried.
- Motion made to allow NSLD staff to outsource payroll services for \$10,000 was made by Rachel and seconded by Gary. Motion carried.

Unfinished Business:

- Carl Ecklund sent JCI letters advising them that NSLD is exercising our option to not renew our agreements for both libraries. David Harding is doing work on the HVAC units and plans to have an authorized dealer come in to do work as needed. Additional options will be reviewed later.
- NIC server has gone back to Innovative. Legal and financial sorting out is in process.
- Brian McMahon explained Morrissey payroll outsource features, and plans to run side-by-side payroll processing twice (Traverse and Morrissey) to iron out possible bugs. Additional HR features are available that can be selected by NSLD later. First year estimate is about ten thousand collars to get set up and running on the new system. Cost to be absorbed by restructure of the Administrative Department.

Correspondence: Thank you letters.

Board Discussion: None

Motion to adjourn was made at 6:38 PM by Nick and seconded by Tom Powers. Motion carried.

North Suburban Library District

Regular Session

10/17/2019

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

Call to Order: Jane called the meeting to order at 5:32PM.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the September meeting was made by Tom Yoe and seconded by Nick Nelson. Motion carried.

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

Librarian's Report:

- The Disaster and Recovery Plans were updated by David. Now includes new maps.
- David recommended Highland Engineering to evaluate the NSLD/Roscoe building structure at cost of \$1500 to \$3000. Part of Capital Planning with funds budgeted into Special Projects A/C 8516.
- David has cancelled the elevator contract with Otis and signed with Schumacher Elevator, as well as contract with Starfire, and Advanced Fire Safety and Protection was hired for the server room equipment.
- NSLD/Roscoe Roof project is temporarily on hold awaiting additional information.
- Auditors were onsite during Sept. and Oct. and may not be here in November.
- Mary will attend the ILA meeting in Tinley Park next week.
- PrairieCat will have a mobile app ready next summer.

Committee Reports: None

Board Development:

- The Per Capita Grant is federally funded and administered by the Illinois State Library. It is based on population, and our share calculates to \$87,986.25 each year. We apply in January and usually receive the funds in the fall. Funds are used for library materials per Capital Grant program criteria.

New Business:

- Motion to approve Levy Ordinance 2019-04 was made by Nick and Seconded by Gary. Motion carried via roll call vote with unanimous approval.
- Jimmy and Todd from Spectrum will be at the November meeting with FY20 insurance quotes.
- NSLD policy changes were discussed at length for the first reading proposed changes. Second reading will be next month for policy change passage.
- 2020 Holiday Closings list was presented to the Trustees. Motion to accept was made by Nick and seconded by Tom Powers. Motion carried.

Unfinished Business:

- No word has been received from JCI and David is continuing to maintain the systems with other vendors.
- Auditors are working with Mary and Brian to close out the NIC library group to determine the amount of the Reserve payout to each library. Will be handled thru a prior period adjustment.
- Brian has been working with John Morrissey and his staff to get the payroll system set up.

Correspondence: None

Board Discussion: A question about viewing a webinar for the Per Capita Grant was discussed.

Motion to adjourn was made at 6:39 PM by Nick and seconded by Rachel. Motion carried.

North Suburban Library District

Regular Session

11/19/2019

Present: Jane Burden, Nick Nelson, Sara Porter, Tom Yoe, Rachel Parry, Tom Powers.

Staff Members: Mary Petro, Brian McMahon.

Call to Order: Jane called the meeting to order at 5:30PM.

Public Comments: None

Insurance Review: Spectrum Staff, Jimmy Rozinsky and Todd Martinovich, went over the costs and coverage for NSLD buildings and other insurances for 2020.

- Motion to approve the 2020 Spectrum Insurance proposal was made by Sara and seconded by Tom Powers. Motion carried with unanimous approval.

Approval of Minutes: Motion to accept the minutes of the October meeting was made by Rachel Parry and seconded by Nick Nelson. Motion carried.

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

Librarian's Report:

- The software for the HVAC is being updated.
- Highland Engineering report on the NSLD/Roscoe library will be coming soon.
- NSLD staff have been interviewing for part-time administrative staff.
- Kathy Rasch is retiring from NSLD after 49 years this month. Joyce Kohley is retiring after 17 years. Ann Martin is retiring in December after many years.

Committee Reports: None

Board Development: Review of Public Meeting Room Policy and Collection Containers Policy.

New Business:

- Motion to approve the PrairieCat Mobile App Intergovernmental Agreement (IGA) was made by Rachel and seconded by Sara. Motion carried with unanimous approval.
- Motion to approve the Banking and Finance Resolution 2019-02 was made by Tom Yoe and seconded by Nick. Motion carried via roll call vote with unanimous approval.

Unfinished Business:

- Motion to approve the Materials Selection Policy was made by Rachel and seconded by Tom Powers. Motion carried with unanimous approval.
- Motion to approve the 457b Policy was made by Tom Powers and seconded by Sara. Motion carried with unanimous approval.
- Motion to approve the Equipment and Computer Use Policy was made by Nick and seconded by Rachel. Motion carried with unanimous approval.

Correspondence: None

Board Discussion: January Board meeting will be held at NSLD/Roscoe. The Board members are considering moving the meeting to January 9th due to conflicts with their schedule(s).

Motion to adjourn was made at 7:17PM by Nick and seconded by Tom Powers. Motion carried.

North Suburban Library District

Regular Session

1/9/2020

Present: Jane Burden, Gary Welden Sara Porter, Tom Yoe, Rachel Parry and Nick Nelson. **Staff Members:** Mary Petro, Brian McMahon.

Call to Order: Jane called the meeting to order at 5:30PM.

Public Comments: None

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

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

Librarian's Report:

- eRate bids are in, based on need and costs, broadband might be increased in 2021. An overview of the eRate process and discount matrix was provided to the Board.
- 2020 Love Your Library Opinion Survey will take place in February.
- Planning for the FY21 budget has begun.
- Property tax exemption certificates, Winnebago County Economic Information and Per Capita Grant and Expenditure reports were all filed.
- Innovative Interfaces, Inc. and Overdrive were both purchased by other companies.

Committee Reports: None

Board Development: Review of the Per Capita Grant process.

New Business:

- Tours of both NSLD libraries will be planned for in the coming months.
- A review of the public meeting room draft policy took place.
- A review of the various issues relating to the collection container policy took place.
- A review of the draft circulation policy issues took place.
- A review of the draft display policy took place.

Unfinished Business:

- An update on the status of the NSLD audit took place.
- An update on the status of the NIC project close up took place.
- A status update on the timekeeping software project took place.

Correspondence: Thank you from Winnebago Foster Care Alliance. Reminder to watch for economic interest statements to come.

Board Discussion: None.

Motion to adjourn was made at 6:43PM by Rachel and seconded by Nick. Motion carried.

North Suburban Library District

Special Meeting: Library Tour

2/26/2020

Present: Jane Burden, Gary Welden Sara Porter, Tom Yoe and Rachel Parry **Staff**

Members: Mary Petro, Brian McMahon and David Harding. **Guests:** None

Call to Order: Jane called the meeting to order at 5:30PM.

Public Comments: None

New Business:

- Tours of NSLD/Roscoe library.
- David Harding conducted a review of the various building projects and possible future improvements.

Board Discussion: None.

Motion to adjourn was made at 6:35PM by Rachel and seconded by Sara. Motion carried.



North Suburban Library District
Emergency Meeting
March 17, 2020

Call to Order: 5:30pm

Present: Rachel Parry, Sara Porter (phone), Tom Yoe, Nick Nelson, Jane Burden

Agenda Item: NSLD operations during the COVID-19 event

On Tuesday, March 17, 2020 the NSLD Board of Trustees (Jane Burden, Nick Nelson, Sara Porter (phone), Rachel Parry and Tom Yoe) met in an emergency meeting and passed the following:

Tom Yoe: Motion was made to grant the library director the authority to make any and all decisions regarding operations, and other matters, during this library emergency.

Second: Nick Nelson

All approved.

Adjourned: 6:05pm

North Suburban Library District

Regular Session

4/16/2020

Present: Jane Burden, Gary Welden, Sara Porter, Tom Yoe, Rachel Parry, Thomas Powers and Nick Nelson. **Staff Members:** Mary Petro, Brian McMahon.

Call to Order: Jane called the meeting to order at 5:31PM.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the February and March Board meeting was made by Rachel Parry and seconded by Nick Nelson. Motion carried.

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

Librarian's Report:

- COVID update on library operations.
- Renovations to NSLD libraries to prepare for reopening.
- Planning for the FY21 budget has begun.
- Online bill payment systems are being set up.
- Staff have purchased access to Beanstalk, a virtual reading club software program.
- WiFi is running 24/7 at all NSLD libraries, virtual resources and database access has been opened up to residents to make it easier to use regardless of card status.
- Department heads have created work at home plans for their staff, staff are tracking continuing education, completing the state mandated sexual harassment training, creating virtual programming for social media, maintaining communications with our partners (schools and other groups), answering phone calls, returning messages, and planning for curbside and other reopening services.
- NIC Termination agreements continue to be returned.

Committee Reports: None

Board Development: None.

New Business: None.

Unfinished Business: None.

Correspondence: None.

Board Discussion: None.

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

North Suburban Library District
Special Meeting to Review Draft Reopening Plan
5/4/2020

Present: Jane Burden, Gary Welden, Tom Yoe, Rachel Parry, Tom Powers and Nick Nelson. **Staff Members:** Mary Petro, Brian McMahan.

Call to Order: Jane called the meeting to order at 5:30PM.

Public Comments: None

New Business:

- The NSLD Board reviewed and discussed the draft NSLD Reopening Plan.

Adjournment: Motion to adjourn was made at 6:10PM by Tom Powers and seconded by Nick Nelson. Motion carried.

North Suburban Library District
Regular Session
6/18/2020

Present: Jane Burden, Gary Welden, Tom Yoe, Rachel Parry, Thomas Powers and Nick Nelson.
Staff Members: Mary Petro, Brian McMahon.

Call to Order: Jane Burden, Board President called the meeting to order at 5:30PM.

Public Comments: None

Approval of Minutes: Motion to accept the minutes of the May Board meeting was made by Rachel Parry and seconded by Gary Welden. Motion carried.

Treasurer's Report: Brian McMahon reviewed the financial reports. Motion was made by Sara Porter, and seconded by Gary Welden, to approve the bills paid report, financial summary and treasurer's report. Motion carried.

Librarian's Report:

- The board wished to thank the NSLD staff for their work during the pandemic.
- Jane reported that many staff had reached out to her to let her know how much they appreciate the work that the NSLD Board has done to support them during this time.
- NSLD/Loves Park had a large tree limb removed after a storm.
- Work on the phase 4, reopening plan is underway.
- The end of the fiscal year close up work has begun, as well as the start of the fiscal year budget setup. Retrofitting of service spaces might require additional fund this year.
- Curbside service is running, as are reading clubs (online and book in a bag), virtual programming, virtual story hours, Wiggle, Giggle and Grow programs, craft and passive programs in a bag are being offered as are other call-in services. More are being developed to allow patrons virtual and phone in service while the libraries are preparing to reopen.
- RAILS van delivery will be resuming in June as the PrairieCat holds service.
- HR Consulting and support for fiscal planning and other HR projects (review of pay scales, job descriptions and staffing levels) is going to take place in FY21.

Committee Reports: None

Board Development: None.

New Business:

- NIC Termination and Resolution and Payout: Motion was made by Jane Burden, and seconded by Nick Nelson, to accept the NSLD 2020-02 NIC Termination Resolution. Motion carried.

Old Business:

- FY21 Budget: Motion was made by Gary Welden and seconded by Tom Powers to approve the FY21 Working Budget. Motion carried.
- Unattended and Code of Conduct Policies: Motion was made by Sara Porter and seconded by Gary Welden to approve the updates to the Unattended Children Policy and Code of Conduct Policy. Motion carried.
- Librarian's Evaluation: Discussion was held.

Unfinished Business: None.

Correspondence: None.

Board Discussion: None.

Motion to adjourn was made at 7:09 PM by Nick and seconded by Gary. Motion carried.