

**Minutes
North Chicago Public Library
Meeting of the Board of Trustees
Thursday, March 19, 2009**

Call to Order

Board President, Minnie Cross called the regular meeting to order at 7:02 p.m.

Roll Call

Trustees Present: Board President, Ms. Minnie Cross, Ms Cora Cunningham, Treasurer, Ms. Etta Robinson, Staff Sgt. Magee, and Mr. Robert May

Trustees Absent: Ms. Gloria Rice

Staff Present: Ms. Joan Battley, Director

Others Present: Torrie Newsome, Attorney, and Ms. Barrett

Comments from the Public

Ms. Barrett asked about the status of the Bookmobile. President, Ms. Cross stated the insurance is being paid, the City of North Chicago has the title. Mr. May & Ms. Battley, just had a recent visit to the bookmobile to review how the bookmobile should be reconstructed. Ms. Barrett wanted to know if it will be ready by fall. The board responded by not providing a date, at this time, but we are looking at a year or sooner, per Mr. May and Ms. Cross.

Correspondence

President, Ms. Cross graciously thanked the Board for the Birthday card.

Approval of Minutes

It was moved by Ms. Robinson and second by Mr. May to accept the minutes of 12/4/08, 12/18/08 1/15/09, 2/5/09, 2/15/09 and 3/5/09 In discussion it was stated to eliminate the phrase "*Hold up looking for*" from 1/8/09 and 1/15/09 minutes. Motioned carried. Minutes presented were for the Bill Pay meeting, of which Ms. Robinson did not attend. Ms. Robinson missed one regular meeting.

Payment of the Bills

It was moved by Ms. Cunningham and second by Mr. May to pay the bills in the amount of \$18,913.81. No discussion, motion carried.

Committee Reports

A. Maintenance –Ladies restroom has been repaired. Exit lights and emergency lights were replaced. Ms. Battley and Mr. May met with Mr. Mitchell to pick out carpentry. Remodeling cost has not been finalized, labor is free but NCPL pays for the materials. Ms. Cunningham has volunteered to drive the Bookmobile and managed by existing staff.

B. Treasurer/Finance

The Finance Committee met on March 19, 2009 at the NCPL to review the 2009 Budget. This Budget was presented to the Board with it being \$30,000 over budget. The following questions were raised by the Finance committee to discuss with the board to see what areas we can reduce to stay within budget:

- i. Will the Board include COLAs in this budget and future budgets? It was determined to keep the COLAs out of our Policy Manual and just work with performance reviews, which provides a savings of \$2800.
- ii. President, Ms. Cross asked if this budget could support a fulltime Accountant position? Ans. Not at this time, because monies have not been appropriated for this position and no job description has been prepared. The Board suggested we use some of the money from Board Travel and Training to cover the cost of a consultant on an as needed basis.
- iii. Employees Health Ins. – reduce by \$10,000, leaving a balance of \$12,000. This line item is comprised of five employees of which

only one employee uses. It is recommended to reduce this line item because it cannot change until 10/09 when the new insurance year begins and the Library is not planning to hire any new employees at this time.

- iv. Building/Renovation - \$20,000 reduce by \$10,000
- v. Move Assist. Circulation Mgr. from PTE to Second Chance, Board decided to leave that position as PTE.
- vi. Accounting Services – Add monies to this line item for consulting.
- vii. Janitorial Services – Add \$3000 for annual cleaning services.

It was moved by Mr. May that we accept the 2009 budget with the changes in the amount of \$665,783.00 recommended and discussed by the Board and seconded by Ms. Cunningham, motion carried.

Treasurer's Report – It was moved by Mr. May and seconded by Staff Sgt. Magee to accept the treasurer's report with an ending balance on February 28, 2009 of \$615,972.55

B. Policy

Per Ms. Cunningham, no policy report.

C. FOL

See attached report.

Staff Reports

See written report submitted by Director.

Old Business

Donation Policy read and be prepared to vote at our next regular meeting.

New Business

No discussion

Adjournment

It was moved by Ms. Robinson and second by Staff Sgt. Magee to end our regular meeting at 9:04 p.m. No discussion, motion carried.

Respectfully submitted,

Etta Robinson,
Secretary