

Golden Prairie Public Library District  
Board of Trustees Meeting

Wednesday, January 16, 2019  
5:00 p.m.

William C. Wetzel Reading Room  
Bloomington Public Library  
205 E. Olive St., Bloomington, IL 61701

**MINUTES**

- I. Call to Order  
President Peterson called the meeting to order at 5:02 p.m.
  
- II. Roll Call  
MEMBERS PRESENT: Ary Anderson, Ruth Novosad, Patti Salch, Stephanie Walden, Stephen Peterson  
  
MEMBERS ABSENT: Jodi Sherman, Laurie Nippe  
  
OTHERS PRESENT: Amy Dunham, Jeanne Hamilton, Kathy Jeakins
  
- III. Introductions  
There were no introductions.
  
- IV. Public Comment  
There was no public comment.
  
- V. President's Report  
President Peterson reported that Mayor Renner announced that he would like to fund two major projects this year: O'Neil Pool and the Bloomington Public Library. Mayor Renner brought up the amount of \$28 million.
  
- VI. Approval of Minutes  
A. December 19, 2018  

PATTI SALCH MOVED, STEPHANIE WALDEN SECONDED, TO APPROVE THE MINUTES FROM THE DECEMBER 19, 2018 MEETING. THE MOTION CARRIED UNANIMOUSLY.
  
- VII. Staff Reports  
A. Director's Report  
Director Hamilton reported the start of training on the new online catalog and checkout system, Polaris. Staff training will be in phases. The "go live" date is March 20<sup>th</sup>. The Per Capita Grant for GPPLD was filed. There are some upcoming trainings available to GPPLD Board Members. For the ILA Central Illinois Legislative Breakfast, GPPLD has five members interested and Amy will register all interested members. There is an ILA Trustee Forum on March 9, 2019 in Springfield, IL. Cost is \$95.00 each. Some BPL trustees expressed interest,

so there may be car pool opportunities. Discussion was held about if GPPLD exceeds the Travel budget and the steps to take to re-allocate funds from another area into the Travel budget, if needed. Director Hamilton did change the agenda this week to Action Items because of the need to list the items in a specific order. The Bloomington Library Board has already moved to an agenda format with Action Items and Discussion Items. Does Golden Prairie want to change from an Old Business and New Business format to an Action Items and Discussion Items format? Discussion was held and the decision was that both agenda formats are fine. President Peterson said that the new format is more directed. Discussion was held about Mayor Tari Renner's statement about the Bloomington Public Library expansion. There is no new news to share but the BPL Board is cautiously optimistic and feels the City Council supports the BPL. Currently, the money allocation is undecided.

B. Outreach Report

Director Hamilton reported on behalf of Colleen Shaw, Circulation and Outreach Manager, that flyers will be sent this week to the list of locations provided by Board Member Salch. Last weekend, the Bookmobile was cancelled due to the weather. Freedom Oil was one of the cancelled stops. This weekend is not looking great weather-wise and includes a Shirley stop.

C. Financial Report

Kathy Jeakins, Business Manager, reported the last property tax distribution for the year in the amount of \$14,800 was received. The Per Capita Grant was also received in the amount expected. Manager Jeakins has started spending the Per Capita Grant funds on books. Discussion was held on what books are purchased and it was confirmed that purchases include adult and children's books and adult and children's audio-visual items.

VIII. Action Items

A. Approve Cost of Completion of FY18 Comprehensive Annual Financial Report:

The cost of completion of the FY18 Comprehensive Annual Financial Report is \$ 1,675.00. Currently, there is \$1,600 in the Audit Line Item; therefore, it is necessary to transfer \$75.00 from the Miscellaneous Line Item to cover this expense.

RUTH NOVOSAD MOVED, PATTI SALCH SECONDED, TO APPROVE TRANSFERRING \$75.00 FROM THE MISCELLANEOUS LINE ITEM TO THE AUDIT LINE ITEM.

YAYS: ARY ANDERSON, RUTH NOVOSAD, PATTI SALCH, STEPHANIE WALDEN, STEPHEN PETERSON

NAYS: NONE

ABSENT: LAURIE NIPPE, JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

B. Approve FY18 Annual Amount to Set Aside for Capital Projects:

Director Hamilton presented a memo that was provided to all Board Members. In 2004, GPPLD approved to establish a fund for future capital expenditures. GPPLD started the fund at \$20,000 and stated that they would add 3.5% of the total tax distribution each year. The past practice has been to wait until after the audit every year to calculate that 3.5% and then to transfer money from the Miscellaneous Line Item to the Capital Fund. A few years ago, the GPPLD Board chose to move the Capital Fund from a savings account into CDs. The 3.5% of FY 2018's tax distribution would be \$14,307. However, that now exceeds what is budgeted for Miscellaneous Expenses. The Bloomington Public Library Board transfers 50% of their unexpended funds from their Maintenance and Operating Fund to their Capital Fund. Staff recommends that GPPLD consider adopting a similar practice. Jeakins also

recommended starting with less than 50% or creating a policy that states, 'It is Golden Prairie Public Library District's policy to transfer a portion of the unexpended balance from the budgeted funds in the Maintenance and Operating Fund to the Capital Fund.' Then instead of changing the policy yearly, the Board could look at the balances annually and decide what percentage to transfer. Discussion was held.

STEPHEN PETERSON MOVED AND ARY ANDERSON SECONDED, TO AMEND THE GPPLD BOARD PRACTICE REGARDING ITS FUND FOR FUTURE CAPITAL EXPENDITURES TO THE FOLLOWING: **IT IS THE GOLDEN PRAIRIE PUBLIC LIBRARY DISTRICT'S PRACTICE TO ANNUALLY SET ASIDE A PORTION OF THE UNSPENT BUDGETED FUNDS AT FISCAL YEAR-END FOR CAPITAL PROJECTS.** THE MOTION CARRIED UNANIMOUSLY.

Discussion was held on how much of the unexpended balance of budgeted funds for this year should be transferred to the Capital Fund. Discussion was also held about the accessibility of the Capital Funds. A roll call vote was held.

RUTH NOVOSAD MOVED, STEPHEN PETERSON SECONDED, TO TRANSFER \$2,000.00 FROM THE MISCELLANEOUS LINE ITEM TO THE CAPITAL PROJECTS FUND.

YAYS: ARY ANDERSON, RUTH NOVOSAD, PATTI SALCH, STEPHANIE WALDEN, STEPHEN PETERSON

NAYS: NONE

ABSENT: LAURIE NIPPE, JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

- C. Approve Next Steps for Maturing CD:  
President Peterson presented his research on the best rates available for rolling over the Capital Fund CD as well as the length of the commitment. He recommended continuing the relationship with Morton Community Bank. The amount of the current CD is \$57,589.89.

RUTH NOVOSAD MOVED, STEPHANIE WALDEN SECONDED, TO ROLL OVER THE CD THAT IS MATURING ON FEBRUARY 6, 2019 IN THE AMOUNT OF \$57,589.89 PLUS \$2,000.00 FROM THE MISCELLANEOUS LINE ITEM INTO A NEW 14-MONTH CD AT MORTON COMMUNITY BANK.

YAYS: ARY ANDERSON, RUTH NOVOSAD, PATTI SALCH, STEPHANIE WALDEN, STEPHEN PETERSON

NAYS: NONE

ABSENT: LAURIE NIPPE, JODI SHERMAN

THE MOTION CARRIED UNANIMOUSLY.

- IX. Comments from Board Trustees  
Ruth Novosad will be absent at the February 20th meeting. She will be out of town from January 21 to March 1, 2019.
- X. Reminder: Next Board Meeting is February 20, 2019
- XI. Adjournment

PATTI SALCH MOVED, RUTH NOVOSAD SECONDED, TO ADJOURN THE MEETING.  
THE MOTION CARRIED UNANIMOUSLY.

President Peterson adjourned the meeting at 6:00 p.m.