

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
October 12, 2019**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**

- 6. COMMITTEE REPORTS**
 - A. BUDGET AND FINANCE---Merrionna Pierce**
 - B. POLICY AND BYLAWS ---**
 - C. PERSONNEL---**
 - D. PUBLIC RELATIONS---**

- 7. UNFINISHED BUSINESS**
 - A. Committee Appointments**

- 8. NEW BUSINESS**
 - A. Copier Proposal**
 - B. Employee Evaluations**
 - C. Sign Policy**
 - D. Findings regarding Amount Necessary to be Raised in taxes.**
 - E. Tax Extension Allocation Resolution**
 - F. Camera Purchase**

- 9. AUDIENCE TO THE PUBLIC**

- 10. ADJOURNMENT**

October 2019

LIBRARIAN'S REPORT

Since the last meeting we have been working on our Fall Reading Program and our Halloween Event. The Fall into Books program has not been as popular as our Summer Reading program but this is standard across the Library World. However, we are encouraged by the increase in circulation and patrons who visit the Library.

We are also very excited to be expanding our Halloween Program. In years past, we have served snacks and passed out candy with either a craft or a movie. This year, we will have a Trunk or Treat for the first hour. A spooky Scavenger hunt and then crafts and pizza donated by a local dentist. We are very much looking forward to this and hope that this will be the best Halloween event yet!

Even though we are just beginning to think about pumpkins we are already planning for our Santa Visit. Last year we had 116 kids signed up and we hope to have even more this year. The event date will be Satu December 20, 2019. We will being sign ups at the Halloween event and end before Thanksgiving.

As I prepared for this meeting I have taken the opportunity to look back at all that has happened in the last year since I became the Director. We have unified and updated our Policy Manuals and have them available on the Website. We have introduced programs and activities that have had varied success rates. We have reorganized space, materials and job descriptions as well as instituting Quarterly Staff meetings to maintain communication with staff. And overall, I have worked diligently to make the Library a place of importance! While not all of my goals have been achieved in the first year, I look forward to conquering them soon!

Sincerely,
Rosie Williams-Baig
Director

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
September 14, 2019

President Gary Holcomb called the meeting to order at 9:03 A.M.

A motion was made by Roger Strasemeier and seconded by Gary Holcomb to appoint Crystal Parker as Secretary Pro Tem. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

1. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Roger Strasemeier.
Absent: Catherine Boetcher, Suzanne Downing and Merrionna Pierce
2. Minutes: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the minutes of the Board Meetings held in November 2018, January 2019, February 2019, and March 2019 as presented. Two ayes and zero nays and two abstentions. Motion carried. An additional motion was made by Crystal Parker and seconded by Elizabeth Norcutt to approve the minutes of the Board Meeting held in July 2019. Three ayes, zero nays and one abstention. Motion carried.
3. Correspondence: Director Williams-Baig discussed the two recent FOIAs received by the Library.
4. Legal Counsel: Director Williams-Baig informed the Board that previous law firm of Canna & Canna Ltd. has split and the partners we worked with have form a new Firm called Canna Law. We have signed temporary paperwork to maintain a working relationship but will receive official contracts for our next meeting.
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: September monthly Financial Report presented and attached.
 - B. Policy and Bylaws: A review of the current policies and proposed changed will be discussed
 - C. Personnel: Staff Evaluations will occur this month.
 - D. Public Relations: The End of Summer Bash was briefly discussed.
7. Unfinished Business: None
8. New Business:
 - A. Randal Carter from MYTT (Mentoring Youth Through Technology) presented his desire to go forth with a land use survey to determine if they will continue with their desire to purchase the land. He asked to be placed on the next meeting's agenda to discuss this further with the board. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to grant Mr. Carter ability to procure a land use survey. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
 - B. No District 168 personnel were present to provide their proposal, no action was taken.
 - C. A motion was made by Roger Strasemeier and seconded by Crystal Parker to table the Impact Copier purchase until we have received all the supporting documentation. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
 - D. Director Williams-Baig presented pricing for a new garden shed and a new firesafe file cabinet. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to purchase both items with the total not to exceed 3,000 dollars. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
 - E. Director Williams-Baig explained that we have had several issues with the current accounting firm. A motion was made by Roger Strasemeier and seconded by Crystal Parker to begin looking for a new accounting firm as well as a new auditing firm after the last fiscal year's audit is finalized. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

F. Fiscal year 2018-2019 Receipts and Disbursements were presented and attached.

G. Fiscal year 2018-2019 Estimated Revenues were presented and attached.

H. A motion was made by Elizabeth Norcutt and seconded by Crystal Parker to table the committee appointments until the entire board was present. Fiscal year 2018-2019 Receipts and Disbursements were presented and attached.

I. Director Williams-Baig presented the requested maintenance quotes for the HVAC system and roof. No action was taken at this time.

J. Several policies were presented for review and revision. A motion was made by Roger Strasemeier and seconded by Crystal Parker to approve the policy changes as discussed. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

K. Director Williams-Baig presented a copy of contact information for all of board members. This was review and attached, no action taken.

L. Director Williams-Baig informed the Board that several smaller libraries have decided to partner with a HR firm through RAILS to help with HR issues. It was decided that we would not proceed with the company at this time. No action was taken.

M. Director Williams-Baig presented the responsibility breakdown of the Director, Board and Friends of the Library. No action was taken

N. The Budget and Appropriation ordinance was presented. A motion was made by Crystal Parker and seconded by Elizabeth Norcutt to accept the ordinance and presented. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

9. Audience to the Public: None

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to adjourn the meeting at 10:31 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,
Catherine Boetcher
Secretary

**FINANCIAL REPORT
FOR THE PERIOD ENDING
October 2019**

**Dyer Bank and Trust
PAYROLL \$145,148.07
GENERAL FUND \$ 57,105.46
MONEY MARKET \$103,606.02
PETTY CASH \$1,770.44
SAVINGS \$2,183.69
Total: \$309,813.68**

Loan
\$518,413.13

Employee Evaluations

Overall, employee morale and performance has improved over the year. There were some areas of concern for most employees as I would like all staff members to oversee a program and that was not happening at the time of evals. Two employees have since instituted programs and one is in the process. That being said, I submit the following structure for your approval.

Haley Detloff- 8.25 - 8.50

Victoria Detloff - 10.25- 10.50

Martha Hernandez 10.25- 11.00 (includes the title and responsibility of Trainer)

Adam Poole 8.25- 8.50

New employees, Mary Willoughby and Dione Miller will remain at 10.25.

As a reminder, Colleen and I receive 1,000 dollar salary increases every January 1st per board action. I would like to add Devonte to this schedule as well.

SIGN RENTAL POLICY

The purpose of the electronic sign at the Nancy L. McConathy Public Library District is to keep the community aware of upcoming events in around Sauk Village. With this in mind, the following rules apply to slides on the sign.

1. No political message nor any message that has any connection to politics except as it pertains announcing election day or congratulating newly elected/appointed Library Board Members.
2. Nothing that advertises drugs, alcohol, or tobacco products, or contains profanity or vulgarity will be allowed.
3. No advertising by commercial businesses.
4. Messages must refrain from libel, slanderous remarks and obscenity.
5. Staff will observe the same confidentiality policy as with other library materials.
6. Sign rental will be \$5 per day. Local non-profit and community organizations will be allowed two days for \$5.
7. Staff will make every effort to put a sign up by 12:30 on the day requested, however, due to staff scheduling and/or weather conditions, a sign may not be put up when requested.
8. Staff may edit the sign for space and readability.
9. If a sign is not put up when reserved, a full refund will be given to the patron.
10. Signs will NEVER be put up when weather conditions create a safety or health hazard for staff.
11. Only staff members may put up signs.
12. The staff has the authority to REFUSE any sign that, in their opinion, would reflect negatively on the library.
13. The library and staff are not responsible for misspellings or grammar provided by the person filling out this form.

Sign Rental Agreement

Sign Rental Policy is as follows:

1. No political message nor any message that has any connection to politics or controversial issues.
2. The staff has the authority to REFUSE any sign that, in their opinion, would reflect negatively on the library.
3. No advertising by commercial businesses.
4. Nothing that advertises drugs, alcohol, or tobacco products, or contains profanity or vulgarity will be allowed.
5. Messages must refrain from libel, slanderous remarks and obscenity.
6. Staff will observe the same confidentiality policy as with other library materials.
7. Sign rental will be \$5 per day. Local non-profit and community organizations will be allowed two days for \$5.
8. Staff will make every effort to put a sign up by 12:30 on the day requested, however, due to staff scheduling and/or weather conditions, a sign may not be put up when requested.
9. If a sign is not put up when reserved, a full refund will be given to the patron.
10. Signs will NEVER be put up when weather conditions create a health or safety hazard for staff, or on days when the library is closed.
11. Only staff members and board members may put up signs.
12. Staff may edit the sign for space and readability.
13. The library and staff are not responsible for misspellings or grammar provided by the person filling out this form.

Date(s) requested: _____

Message (PLEASE PRINT CLEARLY):

I agree to the terms listed above and understand that the McConathy Public Library does not guarantee a sign will be posted on the days listed.

Signed: _____ Date: _____

Phone #: _____ Paid: _____

SIGN RENTAL POLICY

The purpose of the electronic sign at the Nancy L. McConathy Public Library District is to keep the community aware of upcoming events happening at the Library. It is the intent of the Library to only advertise for Library sponsored events. No other entities or community groups will be allowed to post anything on the sign.

**RESOLUTION RE: AMOUNTS OF MONEY ESTIMATED TO
BE NECESSARY TO BE RAISED BY TAXATION IN 2019**

WHEREAS, Section 18-60 of the Illinois "Truth in Taxation Law" provides that the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, shall determine the amounts of money, exclusive of election costs, estimated to be necessary to be raised by taxation for the tax year 2019 upon the taxable property of the District; and

WHEREAS, a budget and appropriations ordinance for said Library District was approved by the Board of Trustees at a legal meeting held on the 14th day of September, 2019; and

WHEREAS, in accordance with said budget and appropriations ordinance, the following amounts of money are estimated to be necessary to be raised by taxation for the 2019 tax year upon the taxable property of the District;

a.	for General Corporate purposes for the year 2019;	\$ 333,287.93
b.	for Unemployment Compensation Insurance purposes for the year 2019;	\$ 250.00
c.	for Illinois Municipal Retirement Fund purposes for the year 2019;	\$ 10,000.00
d.	for Social Security Fund purposes for the year 2019;	\$ 8,500.00
e.	for Liability Insurance Fund purposes for the year 2019;	\$ 8,000.00
f.	for Auditing purposes for the year 2019;	\$ 12,000.00
g.	for Buildings, Equipment and Repairs for the year 2019;	\$ 10,000.00
h.	for Workmen's Compensation purposes for the year 2019;	\$ 425.00
	Aggregate Levy - 2019:	\$ 382,462.93

and

WHEREAS, the total amount of taxes to be extended for the 2018 tax year is \$341,484.76;

and

WHEREAS, it appears that by virtue of the foregoing amounts of money necessary to be raised by taxation that the 2019 aggregate tax levy for the Nancy L. McConathy Public Library District will be greater than 105% of the amount of property taxes extended or estimated to be extended, including any amount abated by the District prior to such extension, upon the final aggregate levy of the 2018 tax year, exclusive of election costs;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Nancy L. McConathy Public Library District that the following amounts of money are hereby determined to be necessary to be raised by taxation for the 2019 tax year upon the taxable property of the District;

a.	for General Corporate purposes for the year 2019;	\$ 333,287.93
b.	for Unemployment Compensation Insurance purposes for the year 2019;	\$ 250.00
c.	for Illinois Municipal Retirement Fund purposes for the year 2019;	\$ 10,000.00
d.	for Social Security Fund purposes for the year 2019;	\$ 8,500.00
e.	for Liability Insurance Fund purposes for the year 2019;	\$ 8,000.00
f.	for Auditing purposes for the year 2019;	\$ 12,000.00
g.	for Buildings, Equipment and Repairs for the year 2019;	\$ 10,000.00
h.	for Workmen's Compensation purposes for the year 2019;	\$ 425.00
	Aggregate Levy - 2019:	\$ 382,462.93

BE IT FURTHER RESOLVED that the Librarian be and is hereby directed to publish notice of the intention to adopt an aggregate 2019 tax levy in an amount which is more than 105% of the amount extended or estimated to be extended, including any amount abated by the District prior to such extension, upon the final aggregate levy of the 2018 tax year, exclusive of election

costs, and of a hearing to be held on such tax levy on November 9, 2019, such notice to be in full compliance with the requirements of Section 18-80 of the Illinois "Truth in Taxation Act", substantially in the form of Exhibit A attached hereto.

Adopted this 12th day of October, 2019.

APPROVED:

President, Board of Trustees
Nancy L. McConathy Public
Library District
Cook and Will Counties, Illinois

ATTEST:

Secretary, Board of Trustees
Nancy L. McConathy Public
Library District
Cook and Will Counties, Illinois

EXHIBIT A

NOTICE OF PROPOSED PROPERTY TAX LEVY FOR
THE NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT

I. A public hearing to approve a proposed property tax levy for the Nancy L. McConathy Public Library District for 2019 will be held on November 9, 2019, at 9:00 a.m. at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Ms. Rosie Williams-Baig, Librarian, at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, whose telephone number is (708) 757-4771.

II. The corporate and special purpose property taxes extended or abated for 2018 were \$341,484.76.

The proposed corporate and special purpose property taxes to be levied for 2019 are \$382,462.93. This represents a 12% increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2018 were \$ 0.

The estimated property taxes to be levied for debt service and public building commission leases for 2019 are \$ 0. This represents a 0% increase over the previous year.

IV. The total property taxes extended or abated for 2018 were \$341,484.76.

The estimated total property taxes to be levied for 2019 are \$382,462.93. This represents a 12% increase over the previous year.

Dated: October 12, 2019

Secretary, Board of Trustees
Nancy L. McConathy Public
Library District
Cook and Will Counties, Illinois

**RESOLUTION RE: 2019 TAX
EXTENSION REDUCTION ALLOCATION**

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, will, on or about November 9, 2019, levy taxes for the tax year 2019 and certify such levies to the County Clerk of Cook County, Illinois; and

WHEREAS, the extension of the taxes levied by the Board may be reduced, in the aggregate, if such aggregate extension exceeds the extension limitation established in the Property Tax Limitation Act ("Act"); and

WHEREAS, pursuant to the Act, the Cook County Clerk is obligated to make such reduction proportionally for each of the District's funds unless otherwise requested by the Board; and

WHEREAS, the Board has determined that the proportionate reduction of the extension for each District fund may not be in the best interest of the District; and

WHEREAS, the Act permits the Board to request that the Cook County Clerk reduce the extension other than proportionally among the various funds of the District;

NOW THEREFORE, BE IT BE RESOLVED by the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois as follows:

Section 1: The Board of Trustees hereby finds and determines that, should the aggregate extension of the District for 2019 need to be reduced by operation of the Property Tax Limitation Act, the appropriate method for reduction in the aggregate extension of the 2019 tax levy of the District, including the allocation of the reduction among the various funds of the District, is as follows:

A.) The Board of Trustees directs that the Cook County Clerk shall not limit the following funds:

Illinois Municipal Retirement Fund
Social Security Fund
Library Building and Sites
Auditing
Liability Insurance
Workmen's Compensation
Unemployment Insurance

B.) The Board of Trustees directs that the Cook County Clerk shall limit the following fund:

Corporate 100%

Section 2: This resolution shall be in effect forthwith upon its adoption.

Adopted this 12th day of October, 2019.

President, Board of Trustees

Attest:

Secretary, Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS.

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of Trustees of said District.

I do further certify that the foregoing is a full, true and complete copy of the Resolution as follows:

**RESOLUTION RE: 2019 TAX
EXTENSION REDUCTION ALLOCATION**

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said Resolution were taken openly; that the vote on the adoption of said Resolution was taken openly; that the said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice; and that said meeting was called and held in strict compliance with the provisions of "An Act in Relation to Meetings", approved July 11, 1957, as amended, and that said Board of Trustees has complied with all of the applicable provisions of said Act.

IN WITNESS WHEREOF, I hereunto affix my official signature at Sauk Village, Illinois, this 12th day of October, 2019.

Secretary, Board of Trustees
Nancy L. McConathy Public Library
District, Cook and Will Counties, Illinois

VST Security Solutions, LLC

32 Ridge Road - REAR
Munster, IN 46321

Proposal

Phone:	Fax:	Web Site	REP
888.553.5122	888.553.5772	www.vstsecuritysolutions.com	SC

Proposal Date: 10/4/2019
Proposal #: 2737

Bill To:

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Ship To

Nancy L McConathy Public Library
Colleen Bauhgman
21737 Jeffery Ave
Sauk Village, IL 60411

Item	Description	Qty.	Rate	Total
CBL-SMBK-RG59/18-2-1...	Siamese / RG59 /18AWG 2 Con 95% Copper/1000Ft.	0.2	190.00	38.00T
HD-CAM-5MP-EXIRB	5MP EXIR Bullet Cam / IR 2.8mm	2	195.00	390.00T
Labor	Technician Labor	1	600.00	600.00
Discount	Customer Loyalty Discount 5 %	1	-51.40	-51.40
WARRANTY-1YR	1 year warranty on parts and labor installed by VST. See website (www.vstsecuritysolutions.com - Warranty Section) for terms and conditions. By signing or accepting this proposal you acknowledge you have read and accept all terms and conditions.	1	0.00	0.00
	Install (2) new exterior cameras. Add to existing system. Tax Exempt		0.00%	0.00

Terms: 50% due at time of acceptance, balance due upon completion or delivery of equipment.

Total

\$976.60

Signature: _____

Printed Name: _____

Date: _____