

GREEN HILLS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
November 21, 2022
Regular Meeting

The Green Hills Public Library District Board of Trustees met at the Library on November 21, 2022.

CALL TO ORDER AND ROLL CALL

S. Stratakos, acting as President Pro Tempore called the meeting to order at 6:05 p.m. Present were S. Culen, K. Groark, T. Hanes, and S. Stratakos. N. Angelos, A. Mohammad, and I. Chafee were absent.

Also present from staff were Jane Jenkins, Library Director; Sara Horn, Deputy Director; and Roberta Richter, Head of Business Services.

ACKNOWLEDGEMENT OF VISITORS AND PUBLIC COMMENT

(None)

APPROVAL OF MINUTES

Hanes moved, and Culen seconded, that the Board of Trustees approve the minutes of the Regular Meeting of October 17, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

Stratakos moved, and Groark seconded, that the Board of Trustees approve the minutes of the Finance Committee Meeting of November 16, 2022. Upon a voice vote, all Trustees present voted "aye." Motion carried.

OPERATING FUND TREASURER'S REPORT AND WARRANT

Stratakos moved, and Hanes seconded that the Operating Fund Treasurer's Report for the month ending October 2022 be received and filed for audit, and that Operating Fund Warrant #5 for the month of November 2022 in the amount of \$343,278.45 be approved and authorized for disbursement. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

PUBLIC COMMENT

(None)

PRESIDENT'S REPORT

(None)

NEW BUSINESS:

Finance Committee Meeting: Stratakos gave a brief update from the meeting. In January, the committee will be recommending accepting the proposed advice from PMA Financial Network, including closing and consolidating bank accounts and moving funds to PMA Prime to fund investments. The committee will also recommend depositing property tax revenue to PMA.

DIRECTOR'S REPORT

Director Jenkins received an email regarding property taxes and levy edit report and is hopeful that revenues will begin being received soon.

Director Jenkins turned in the application for the annual Per Capita Grant early and the state was satisfied with the information. The Library can expect to receive approximately \$49,000.00.

Director Jenkins mentioned that the PODS container has been removed, freeing up two parking spaces.

Director Jenkins mentioned that the patron who turned in a book reconsideration form was a no-show for their scheduled meeting.

ACTION ITEMS:

#22-11-34 Approval of Ordinance #1220 2022/2023 Tax Levy. Hanes moved and Stratakos seconded to approve the 2022-2023 Tax Levy. Upon a roll call vote, all Trustees present voted "aye." Motion carried.

#22-11-35 Amend Employee Handbook/Conditions of Work/Workweek. Groark moved and Hanes seconded to amend the Employee Handbook as recommended. Upon a voice vote, the Trustees present voted "aye." Motion carried.

#22-11-36 Amend Employee Handbook/Leaves of Absence Policy. Stratakos moved and Culen seconded to amend the Employee Handbook as recommended, with an effective date of January 1, 2023. Upon a voice vote, the Trustees voted "aye."

#22-11-37 Approve Early Closure of Library on Friday, March 10 at 5pm for Staff Training. Culen moved and Stratakos seconded to approve the date and time of the early closure. Upon a voice vote, the Trustees voted "aye."

ADJOURNMENT

There being no further business before the Board, Stratakos adjourned the Regular Meeting at 6:14 p.m. Upon a voice vote all trustees voted "aye." Motion carried.

Prepared and submitted by,



Roberta Richter, Recording Secretary