

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES**

**Regular Meeting**

**July 15, 2020**

**12:00 pm**

**Meeting will occur in Person and via Free Conference Call  
Call in number 617-793-8740**

- 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 --- Catherine Boettcher**
  - C. PERSONNEL--- Elizabeth Norcutt**
  - D. PUBLIC RELATIONS--- Crystal Parker**
  
- 7. UNFINISHED BUSINESS**
  
- 8. NEW BUSINESS**
  - A. Liberty National Life Insurance Company**
  - B. Staff hours and payment**
  - C. Meeting Ordinance**
  - D. Tentative Budget Ordinance**
  - E. Levy Resolution**
  - F. Other Revenue Sources**
  - G. Staff and Board workshop**
  
- 9. AUDIENCE TO THE PUBLIC**
  
- 10. ADJOURNMENT**



NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
June 13, 2020

President Gary Holcomb called the meeting to order at 9:04 am.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Crystal Parker (via phone), Merrionna Pierce and Roger Strasemeier. Catherine Boettcher arrived at 9:10 am.
2. Minutes: A motion was made by Roger Strasemeier and seconded by Suzanne Downing to approve the minutes of May 10, 2020. Four ayes, 1 abstain, motion carries.
3. Correspondence: None
4. Legal Counsel: Director Williams-Baig stated that the Library is awaiting the financial calendar.
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: June monthly Financial Report presented and attached.
  - B. Policy and Bylaws: An overview of the polices to be discussed occurred.
  - C. Personnel: None
  - D. Public Relations: None
7. Unfinished Business:
  - A. The Alcohol Policy was reviewed and discussed. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to approve. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
  - B. The Employee job descriptions were reviewed and discussed. Language was amended on the Director and Assistant Director description as it relates to education was changed. A motion was made by Roger Strasemeier and seconded by Suzanne Downing to approve the job descriptions with the changes suggested. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
  - C. Continuing education and the subsequent timeline for the Director and Assistant Director was discussed. It was decided that neither employee would pursue continued education at this time due to a lack of funding.
  - D. The proposed FY 2020-2021 budget was reviewed. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to begin budget preparations with these numbers. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
8. New Business:
  - A. A discussion was held regarding the Phase 4 procedures released by the Governor. The board reviewed in person programming, person limits and mask requirements.
  - B. The Temporary Re-opening policy was reviewed. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to approve the policy. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
  - C. Director Williams-Baig the options for ILA (Illinois Library Association) membership. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to purchase an institution membership as well as an individual membership for Director Williams-Baig. . Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.



9. Audience to the Public: None

10. Adjournment: A motion was made by Catherine Boettcher and seconded by Roger Strasemeier to adjourn the meeting at 10:57 A.M. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher, Secretary



**July 2020**

**LIBRARIAN'S REPORT**

I hope this message finds you all well and safe.

We are a week in to opening to the public and so far, things are going well. All patrons have entered with a mask and cleaning/sanitizing has been going well.

We have been working on closing out the quarter and the fiscal year. We are looking at ways to bring back some normalcy in library programming while remaining safe. Summer Reading, Summer Programming and Bunco are the ones we are focusing in on now. We have been asked to start the senior movies as well. All these programs have normal attending rates that are at or below our limit of 25 patrons at a time. We are just trying to put all precautions into place to keep out patrons and staff socially distant.

Since our last meeting, the staff has participated in several training exercises in increased sensitivity regarding race, gender identity, sexual orientation and socioeconomic status.

We actively looking for ways to bring new revenue sources to the library as well. The Library industry is among the last to discuss covid-19 funding. Without some changes we will be in a difficult financial situation soon. I will keep you updated with all information I receive.

Sincerely,  
Rosie Williams-Baig  
Director



## FINANCIAL REPORT

July 2020

Dyer Bank and Trust

PAYROLL \$54,139.16

GENERAL FUND \$ 21,420.02

MONEY MARKET \$103,767.32

PETTY CASH \$3,509.34

SAVINGS \$2,525.54

Total: \$241,043.69

Loan

\$488,714.97

June 2020

Dyer Bank and Trust

PAYROLL \$93,736.50

GENERAL FUND \$ 12,480.75

MONEY MARKET \$103,762.14

PETTY CASH \$3,509.34

SAVINGS \$2,091.00

Total: \$241,043.69

Loan

\$495,371.84



Staff bi-weekly breakdown

Asst. Dir.	10 hours weekly	1040.11
Clerk 1	9 hours weekly	133.71
Clerk 2	10 hours weekly	330.37
Clerk 3	10 hours weekly	262.66
Programming	10 hours weekly	583.08
Clerk 4	9 hours weekly	157.32
Circ Sup.	10 hours weekly	663.94
Director	10 hours weekly	1252.59
Clerk 5	10 hours weekly	232.93

Per Board direction, every staff member is working 2 days a week for the time we are opened 10-2 and ½ hour before and after. Some of us are here more than just these hours. I am looking for direction on how the board would like to move forward now that we are open to the public again.



**ORDINANCE NO. 2020-1**

**An ordinance calling the Regular Meetings of the Nancy L. McConathy Public Library District Board of Trustees**

**Whereas, the Board of Trustees of the Nancy L. McConathy Public Library District is required pursuant to Section 4-10.0 of the Illinois Public Library District Act (75 ICLS 15/4-10.1) and Section 2.03 of the Illinois Open Meetings Act (5 ILCS 120/2.03) at the beginning of each calendar or fiscal year, and state the regular dates, times and places of such meetings, by posting a copy of the notice at the principle office of the Library District:**

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT AS FOLLOWS:**

**Section 1: The regular meetings of the Board of Trustees of the Nancy L. McConathy Public Library District shall be held on the Second Saturday of the month at 9:00 am in the Nancy L. McConathy Library District Building located at 21737 Jeffery Avenue Sauk Village, Illinois.**

**Section 2: The dates for such regular meetings for the 2020-2021 fiscal year shall be as follows:**

July 11, 2020	February 13, 2021
August 8, 2020	March 13, 2021
September 12, 2020	April 10, 2021
October 10, 2020	May 8, 2021
November 14, 2020	June 12, 2021
January 9, 2021	July 10, 2021

**Section 3: Public notice of the schedule of regular meetings of the Board of the Trustees of the Nancy L. McConathy Public Library District shall be given by posting a copy of a Legal Notice, substantially in the form of Exhibit A attached hereto, at the principal office of the Library District, immediately upon adoption.**

**Section 4: The ordinance shall be full force and effect forth with upon its adoption.**

**Adopted this 11<sup>th</sup> day of July of 2020 by the following vote:**

**Ayes:**

**Nays:**

**Absent:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary



**ORDINANCE NO. 2020- 2**

**ORDINANCE PROVIDING FOR TENTATIVE BUDGET AND APPROPRIATIONS OF NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021.**

---

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, is required, pursuant to the "Illinois Municipal Budget Law" (Ill. Comp. Stat., c. 50, par. 330/1 et seq.) and pursuant to Section 30-85 of the Illinois Public Library District Act (Ill. Comp. Stat., c. 75, par. 16/30-85) to prepare, in tentative form, a Budget and Appropriations Ordinance for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and to make the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS, as follows:

SECTION 1: The tentative form for the Ordinance Providing for Tentative Budget and Appropriations of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the Fiscal Year Beginning July 1, 2020, and ending June 30, 2021, shall be as follows:



ORDINANCE PROVIDING FOR BUDGET AND APPROPRIATIONS  
OF NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK  
AND WILL COUNTIES, ILLINOIS, FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

---

WHEREAS, the Board of Trustees of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, caused to be prepared and adopted on July 11, 2020, an ordinance providing for tentative budget and appropriations, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 12th day of September, 2020, and notice of said hearing was given at least thirty (30) days prior thereto as required by law substantially in the form of Exhibit A attached hereto, and all other legal requirements have been complied with;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE NANCY L. McCONATHY PUBLIC LIBRARY DISTRICT, COOK AND WILL COUNTIES, ILLINOIS, as follows:

SECTION 1: That the fiscal year of this Public Library District is hereby fixed to begin on July 1, 2020, and end on June 30, 2021.

SECTION 2: That the following Budget containing an estimate of the amount available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Public Library District for this fiscal year; and the sum of \$543,782.94 or as much thereof as may be authorized by law, is hereby appropriated for the purposes of the Nancy L. McConathy Public Library District, as hereinafter specified for said fiscal year.

PART I  
ESTIMATED REVENUE AVAILABLE

Item 1	Estimated Balance on hand July 1, 2020	\$ 192,232.94
Item 2	Receipts during fiscal year from taxes, tax anticipation warrants and receipts from other sources such as fines, rentals and donations	<u>\$ 351,550.00</u>
	TOTAL ESTIMATED AMOUNT AVAILABLE	\$ 543,782.94

---



PART II  
ESTIMATED EXPENDITURES - CORPORATE FUND

<u>Account No.</u>		<u>Amount</u>
1.	Salaries	\$ 150,000.00
2.	Insurance	800.00
3.	Board and Staff	1,200.00
4.	Mortgage	60,000.00
5.	Janitorial	12,000.00
6.	Utilities	10,500.00
7.	Telephone	2,000.00
8.	Equipment/Purchase	5,000.00
9.	Equipment/Service	10,000.00
10.	Furniture/Purchase	1,000.00
11.	Supplies	6,000.00
12.	Books	10,000.00
13.	Periodicals	100.00
14.	AV/CD's	100.00
15.	AV/DVD	1,000.00
16.	AV/VIDEOGAMES	2,000.00
17.	Programming	5,000.00
18.	Legal Notices	1,500.00
19.	Legal Fees	11,000.00
20.	Printing	250.00
21.	Postage	250.00
22.	Contingencies	5,000.00
23.	Computer/SWAN	12,000.00
24.	Computer/INTERNET	2,500.00
25.	Building Improvements	100.00
26.	Building Fund	<u>\$ 100.00</u>
	SUBTOTAL	\$ 309,400.00
<u>ADDITIONAL FINANCIAL EXPENSES</u>		
25.	Audit	\$ 15,000.00
26.	IMRF	10,000.00
27.	Social Security	8,500.00
28.	Unemployment Insurance	250.00
29.	Workmen's Compensation	500.00
30.	Liability Insurance	<u>8,000.00</u>
	SUBTOTAL	\$ 42,250.00
	TOTAL EXPENDITURES	\$ 351,650.00
	Cash on Hand at the beginning of fiscal year (Item 1)	\$ 192,232.94
	Receipts during fiscal year (Item 2)	<u>\$ 351,550.00</u>
	TOTAL	\$ 543,782.94
	LESS TOTAL EXPENDITURES	<u>\$ 351,650.00</u>
	Estimated cash on hand at end of fiscal year	\$ 192,132.94



That said several amounts of money are hereby appropriated from moneys received and to be received by the Nancy L. McConathy Public Library District for the purposes above set forth.

SECTION 3: That all unexpected balances of any item or items of any general appropriation in this ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation made by this ordinance.

SECTION 4: That the invalidity of any item or section of this ordinance shall not affect the validity of the whole or part thereof.

SECTION 5: That all ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed.

SECTION 6: That this ordinance shall be in full force and effect from and after passage, approval and publication as provided by law, and shall constitute a continuing budget ordinance, remaining in effect beyond the end of the fiscal year until a new ordinance is adopted.

ADOPTED this 12th day of September, 2020, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



EXHIBIT A

NOTICE

Notice is hereby given by the Board of Trustees of Nancy L. McConathy Public Library District , pursuant to Section 3 of the Illinois Municipal Budget Law, of a hearing to be held on September 12, 2020, concerning the intent of the Board of Trustees to adopt an ordinance providing for budget and appropriations of Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

Copies of the tentative Ordinance providing for Budget and Appropriations of the Nancy L. McConathy Public Library District, Cook and Will Counties, Illinois, for the Fiscal Year Beginning July 1, 2020 and ending June 30, 2021, are available for public inspection from July 13, 2020 through September 12, 2020 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 9:30 a.m. and 3:00 p.m.

The public hearing on the proposed 2020-2021 budget and appropriation ordinance will be held on September 12, 2020, at 9:00 a.m. at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois.

By order of the Board of Trustees of Nancy L. McConathy Public Library District.

\_\_\_\_\_  
Secretary, Board of Trustees  
Nancy L. McConathy Public Library  
District

July 11, 2020



STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF C O O K         )

I, \_\_\_\_\_, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of 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 an ordinance adopted at a meeting of the Board of Trustees of said Library District held on the 12th day of September, 2020.

I do further certify that the deliberations of the members of the Board of Trustees on the adoption of said ordinance were taken openly; that the vote on the adoption of said ordinance was taken openly; that 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 September, 2020.

\_\_\_\_\_  
Secretary, Board of Trustees  
Nancy L. McConathy Public Library  
District



SECTION 2: The Librarian is hereby directed to display copies of this tentative Ordinance providing for Budget and Appropriations of the Nancy L. McConathy Library District, Cook and Will Counties, Illinois, for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and make the same conveniently available for public inspection from July 13, 2020 through September 12, 2020 at the Nancy L. McConathy Public Library, 21737 Jeffery Avenue, Sauk Village, Illinois, on normal business days between 9:30 a.m. and 3:00 p.m.

SECTION 3: This ordinance shall be in full force and effect forthwith upon its adoption.

Adopted this 12th day of September, 2020 by the following roll call vote:

AYES:

NAYS:

ABSENT:

---

President, Board of Trustees  
Nancy L. McConathy Public Library  
District

ATTEST:

---

Secretary, Board of Trustees  
Nancy L. McConathy Public Library  
District



**RESOLUTION DECLARING THE INTENT  
TO LEVY A BUILDING TAX**

WHEREAS, the Nancy L. McConathy Public Library District has need to levy a tax for the purpose of the rental of buildings required for library purposes, for the purchase of buildings, for the construction and equipment of buildings, and for the maintenance, repairs and alterations of library buildings and equipment;

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

SECTION 1: That an additional tax shall be levied for the 2020 tax year in the amount of .02% of the value of all the taxable property in the District, as equalized or assessed by Department of Local Government Affairs, and for the purchase of buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment.

SECTION 2: This Resolution shall be in full force and effect from and after its passage, approval and publication as required by law.

BE IT FURTHER RESOLVED that the Librarian be and is hereby directed to publish notice of the intention to levy a tax in the amount of .02% of the value of the taxable property of the District for 2020, the proceeds of such tax to be used for the purposes stated herein, such notice to be in full compliance with the requisites of Section 35-5 of the Illinois Public Library District Act, substantially in the form of Exhibit A attached hereto.



Adopted this 11<sup>th</sup> day of July, 2020, by the following roll call vote:

AYES:

NAYS:

ABSENT:

---

President, Board of Trustees, Nancy L.  
McConathy Public Library District

ATTEST:

---

Secretary, Board of Trustees, Nancy L.  
McConathy Public Library District



EXHIBIT A

NOTICE OF INTENT TO LEVY A BUILDING TAX

Notice is hereby given by the Board of Trustees of the Nancy L. McConathy Public Library District of the intent to levy a tax in the amount of .02% of the value of the taxable property of the District for 2020, the proceeds of such tax to be used for the purchase of sites and buildings, for the construction and equipment of buildings, for the rental of buildings required for library purposes, and for maintenance, repairs and alterations of library buildings and equipment.

Pursuant to Section 35-5 of the Illinois Public Library District Act (75 ILCS 16/1-1 et seq.) the question of levying such a .02% tax will be submitted to the electors of the District in accordance with the general election law of the State of Illinois if, within THIRTY (30) days of the date of publication hereof, a petition is filed with the Board of Trustees at the Office/Library of the District, 21737 Jeffery Avenue, Sauk Village, Illinois, asking that the question of levying such a tax be submitted to the electors of the District.

The petition must be signed by at least 584 electors of the District, said number of electors being equal in number to 10% of the total number of registered voters in the District. If a valid petition is timely filed, the question of levying a .02% tax shall be submitted to the electors of the District at the election to be held November 3, 2020.

July 11, 2020

\_\_\_\_\_  
Secretary, Board of Trustees, Nancy L.  
McConathy Public Library District