

# Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ [www.richtonparklibrary.org](http://www.richtonparklibrary.org)

*“Enriching the Lives of the Community Through a Good Library Experience”*

---

**BOARD OF TRUSTEES**  
**Regular Meeting**  
**Wednesday, September 19, 2018**  
**7:30pm**

**Meeting Minutes**

1. Call to Order & Roll Call -7:47pm  
**Members Present:** Warrette Coleman; Kisha Houston; Alice Creason; Patricia Nalls  
**Members Absent:** Gina Middleton  
Also Present: Laura Van Cleve, Head of Youth and Teen Services; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper; Evelyn Green.
2. Remarks from the Public -NONE
3. Communications & Correspondence:  
The board was provided information regarding the Friends of the Library Fun Faire:  
Saturday, September 29<sup>th</sup>, 10:00-2:00pm.
4. Approval of Minutes  
Special Board Meeting August 9<sup>th</sup>, 2018  
Regular Meeting August 15<sup>th</sup>, 2018  
Special Board Meeting August 29<sup>th</sup>, 2018  
A motion was moved and seconded to approve the minutes for August 9<sup>th</sup>, 15<sup>th</sup>, & 29<sup>th</sup> with minor adjustments. On a voice vote, the motion was approved.
5. Library Project Updates
  - A. Village Issues: 2-Directional Signs-*pending*- Laura Van Cleve mentioned that we had no information on these signs or who to contact. Warrette Coleman suggested contacting the villages building and maintenance department. Laura Van Cleve will do so before the next board meeting.
  - B. Technology Updates: Vending Machine-*Researching*- it was discussed the concern for spending funds to replace our current vending machines. The library is also limited in space. Ashley Baltazar and Laura Van Cleve will continue to research the best option for our library.
6. Treasurer's & Financial Reports
  - A. Income and Expense Reports August 2018  
Bookkeeper Eberly stated that at this time, 96% of tax revenue has been collected and it is highly unlikely we will receive the final \$60,000 that is left that we budgeted for this fiscal year.

B. Approval of Expenses: September 19, 2018

It was noted that the payroll amount seemed higher than usual. Susan Eberly stated it was because of an additional vacation time payout, wine tasting hours and lock in hours. A motion was made by Alice Creason and seconded by Kisha Houston to approve the expenses and funds report. On a roll call vote: Ayes: Alice Creason, Patricia Nalls, Kisha Houston, Warrette Coleman. Nays: None. Motion approved.

C. Other Financially Related Reports-NONE

D. Public Hearing for Budget and Appropriations scheduled for Wednesday, October 3, 2018 at 7:30pm- Noted.

7. Attorney's Report -TABLED

A. *CalTek TV Monitors*

8. Old Business

A. IPLAR was submitted August 30, 2018

B. Personnel Policy Review; Leave- Alice Creason presented information regarding leave policies for surrounding libraries and found that we are in line with our personnel policy. Some language clarification is needed throughout policy and will be fixed. A motion was moved and seconded to approve changes to the Personnel Policy Leave. On a voice vote, the motion was approved.

C. Safety Deposit box- Bookkeeper Eberly was asked to call and make an appointment for Warrette Coleman and Gina Middleton to transfer the contents of our safety deposit box from Matteson to Country Club Hills.

9. New Business

A. Credit Card for Karissa Davison- A motion was made by Alice Creason and seconded by Kisha Houston to approve a credit card for Karissa Davison. On a roll call vote: Ayes: Alice Creason, Patricia Nalls, Kisha Houston, Warrette Coleman. Nays: None.

B. IMRF Authorization Appointment for Laura Van Cleve (vote)- A motion was made by Alice Creason and seconded by Patricia Nalls to appoint Laura Van Cleve as the IMRF Authorized Agent. On a voice vote, the motion was approved.

C. CD's for investment of surplus funds- Bookkeeper Eberly recommended moving \$500,000 into First Midwest Certificate of Deposit accounts. 2-1 year CD's at \$100,000 each and 3-2 year CD's at \$200,000 each. The \$100,000 CDs are fairly liquid in that they are short-term. If funds must be withdrawn before maturity, the penalty fee for canceling the CD is less than the interest earned. A motion to accept proposal to invest \$500,000 into 2- 1 year and 3-2 year CDs was made by Alice Creason and seconded by Kisha Houston. On a roll call vote: Ayes: Alice Creason, Patricia Nalls, Kisha Houston, Warrette Coleman. Nays: None.

D. November Board Meeting Date (11/21/18) change due to holiday?

November board meeting will be moved to Wednesday, November 14<sup>th</sup> as a result of the holiday the following week. On a voice vote, the motion was approved.

10. Departmental Reports:

A. Bookkeeper Report

- Audit Summary- Bookkeeper Eberly explained that bound copies of the audit may be distributed at the October 17, 2018 board meeting along with a resolution presented to approve fund balance transfers.
- Utica National Insurance Policy questionnaire – presented to be signed.

- Statistics- presented. Alice Creason noted that reference question statistics have increased.

B. Librarian's Report – Laura Van Cleve discussed her report.

#### 11. Trustee Information and General Announcements

Evelyn Green, former board member was presented to join the Library Board and fill a vacant seat. Kisha Houston motioned to appoint Evelyn Green to the Library Board at the next board meeting. Alice Creason seconded. On a roll call vote: Ayes: Alice Creason, Patricia Nalls, Kisha Houston, Warrette Coleman. Nays: None.

#### 12. Executive Session 5ILSC120/2(c)(1): Personnel

A motion was made by Alice Creason and seconded by Kisha Houston to go into Executive session at 9:32pm. On a voice vote, the motion was approved.

A motion was made by Alice Creason and seconded by Kisha Houston to end Executive session at 10:10pm. On a voice vote, the motion was approved.

A motion was made by Kisha Houston and seconded by Alice Creason to give Laura Van Cleve a \$1000 per month stipend while she is the Interim Director. On a roll call vote: Ayes: Alice Creason, Patricia Nalls, Kisha Houston, Warrette Coleman. Nays: None.

#### 13. Adjournment

A motion was made by Alice Creason and seconded by Kisha Houston to adjourn the meeting at 10:18pm. On a voice vote, the motion was approved.

Respectfully submitted,

---

Patricia Nalls, Board Secretary

and

---

Laura Van Cleve, Interim Library Director