

**BOARD OF TRUSTEES Regular Meeting
Wednesday, April 15th, 2020; 6:30pm**

MINUTES

I. Call to Order & Roll Call: 6:34pm

In the absence of the Board Secretary, Warrette Coleman was asked to take on the role of acting secretary. A motion and 2nd was made to have Warrette Coleman as acting secretary for the meeting. On a voice vote, the motion was approved. Patricia Nalls, Board Secretary arrived at 6:37pm and resumed the role of Secretary.

Present: Kisha Houston, Warrette Coleman, MarcyJo Chachakis, Gina Middleton, Patricia Nalls, Alice Creason. Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper; Angelo Ciambrone, Attorney.

II. Remarks from the Public
NONE

III. Approval of Minutes
Regular Meeting February 19, 2020; Special Meeting April 1, 2020.
A motion and 2nd was made to approve the regular meeting minutes of February 19, 2020 and Special Meeting April 1, 2020 with minor corrections. Roll Call: Kisha Houston, yes; Patricia Nalls, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes.

IV. Correspondence
NONE

V. Treasurer’s & Financial Reports
A. Income and Expense Reports February 29, 2020; March 31, 2020
B. Approval of Expenses: March 18, 2020; April 15, 2020

A motion and 2nd was made to approve the expenses for March 18 and April 15, 2020(with corrected amount for USA Today). Roll Call: Kisha Houston, yes; Patricia Nalls, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes.

C. Other Financially Related Reports

VI. Attorney’s Report
A. *CalTek TV Monitors*
No New Information.

In regards to KNB, Attorney Ciambrone was told the check was “in the mail” but it has yet to be received. When the courts open back up, Attorney Ciambrone will call for a hearing then move ahead with garnishment of wages.

VII. Librarian's Report

Director Van Cleve updated board on changes to trustee continuing education and meetings. We updated all means of communication to the public in regards to our pandemic closure. Sanitation cleaning was completed and carpet cleaning scheduled. Director Van Cleve noted that she has been sending out regular communications to all staff and they are doing a fantastic job working from home and coming up with ideas for virtual programming.

VIII. Business

A. Old Business

1. Carpet Cleaning- scheduled for end of April 2020. Director Van Cleve will update the board when a date has been received.

B. New Business

1. Create Re-opening task force
Director Van Cleve asked if 2 trustees would be willing to volunteer their time and ideas to figuring out a plan for re-opening. Kisha Houston and Alice Creason volunteered.

IX. Trustee Information and General Announcements

President Kisha Houston requested that we start "getting back to business" in regards to ongoing projects. It was asked of Director Van Cleve to complete Director self-evaluation. President Houston would also like to continue evaluating personnel policy sections based on the review calendar. Director Van Cleve will send sections to board members for next meeting and update review calendar.

X. Executive Session: 5 ILCS 120/2 (c)(1): Personnel
NONE

XI. Adjournment:

A motion and 2nd was made to adjourn the board meeting at 7:39pm. Roll Call: Kisha Houston, yes; Patricia Nalls, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes.

Next Regular Board Meeting is scheduled for Wednesday, May 20, 2020; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director