

## **BOARD OF TRUSTEES Regular Board Meeting Wednesday, April 21, 2021; 7:30pm**

### **MINUTES**

#### I. Call to Order & Roll Call: 7:31pm

In the absence of the Board Secretary, Warrette Coleman was asked to take on the role of acting secretary. On a voice vote, the motion was approved.

Roll Call:

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

Absent: Patricia Nalls, MarcyJo Chachakis.

#### II. Remarks from the Public

NONE

#### III. Approval of Minutes

Regular Meeting March 17, 2021

A motion and 2<sup>nd</sup> was made to approve the Regular Meeting Minutes of March 17, 2021 with minor corrections. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls, MarcyJo Chachakis.

#### IV. Correspondence

NONE

#### V. Treasurer’s & Financial Reports

A. Income and Expense Reports                      March 31, 2021

B. Approval of Expenses:                                      April 21, 2021

A motion and 2<sup>nd</sup> was made to approve the expenses for April 21, 2021. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls, MarcyJo Chachakis.

#### C. Other Financially Related Reports

Bookkeeper Eberly stated that we should be receiving our Levy Edit report soon. We will compare to the information we gave them to make sure the report is correct and confirm by deadline.

#### VI. Attorney’s Report

A. *CalTek TV Monitors*

Attorney Ciambrone was not present at the meeting. Director Van Cleve contacted Attorney Ciambrone to get an update. No update for CalTek.

VII. Librarian's Report

-Statistics

Director Van Cleve discussed building and maintenance issues, personnel updates, program updates and the general comings and goings of the library. Technology update and website redesign progress were shared by Ashley Baltazar. Director Van Cleve shared a sneak peek of our website mock-ups.

VIII. Business

A. Old Business

1. Cyber Crime Policy: TABLED for more information from L.I.R.A.

B. New Business

NONE

IX. Trustee Information and General Announcements

Reminder\* Statement of Economic Interest Due May 1st

Director Van Cleve was informed of a Diversity Training Grant being offered by RAILS.

X. Executive Session: 5 ILCS 120/2 (c)(1): Personnel

A motion and 2<sup>nd</sup> was made to go into Executive Session at 8:20pm. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls, MarcyJo Chachakis.

A motion and 2<sup>nd</sup> was made to end Executive Session at 8:35pm. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls, MarcyJo Chachakis.

XI. Adjournment:

A motion and 2<sup>nd</sup> was made to end the board meeting at 8:39pm. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls, MarcyJo Chachakis.

Next Regular Board Meeting is scheduled for Wednesday, May 19, 2021; 7:30pm

Respectfully submitted,

---

Warrette Coleman, Acting Board Secretary

and

---

Laura Van Cleve, Library Director