

**BOARD OF TRUSTEES Regular Board Meeting (Zoom Virtual)
Wednesday, August 19, 2020; 7:30pm**

MINUTES

I. Call to Order & Roll Call: 7:32pm

Present: Kisha Houston, Warrette Coleman, MarcyJo Chachakis, Gina Middleton, Alice Creason, Patricia Nalls. 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
Public Hearing July 15, 2020
Regular Meeting July 15, 2020

A motion and 2nd was made to approve the Public Hearing Minutes and Regular Meeting Minutes of July 15, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IV. Correspondence
Invitation to “National Night Out” October 6, 2020. Director Van Cleve noticed this is in fact a donation letter to help fund National Night Out. Will wait for official invitation to come and social distancing regulations for event.

V. Treasurer’s & Financial Reports
A. Income and Expense Reports July 31, 2020
B. Approval of Expenses: August 19, 2020

A motion and 2nd was made to approve the expenses for August 19, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

C. Other Financially Related Reports
1. Audit is scheduled for Friday, August 21, 2020
Rescheduled to August 28, 2020

2. Cybercrime insurance renewal in October is a 25-30% increase; agent obtaining more quotes. Will ask Versatile what is best. Renews on October 1st, will keep on agenda for next month.

3. Investment Strategy Report
Our CD’s will mature September 25; board members were given a few options of what to do with the funds presented by Bookkeeper Eberly. A decision was not made and the Board requested Bookkeeper Eberly look to see if we can get better rates from other financial institutions.

VI. Attorney's Report

A. *CalTek TV Monitors*

Consulted with Mr. Hunt, an investigator, and "giving it the old college try."

VII. Librarian's Report

-Statistics

Director Van Cleve talked about the end of Summer Reading, building maintenance, Re-opening plans, Personnel policy meeting, weeding projects, reviews completed and programming and outreach efforts.

VIII. Business

A. Old Business

1. Re-open task force: New Safe at Work response plan- New drafts were sent and a safe at work response plan was given to all board and staff. No updates or changes mentioned.
2. Section 3 Personnel Policy –revised and ready for approval
A motion and 2nd was made to approve Section 3 Personnel Policy with noted corrections and updates. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.
3. Tentative Salary Schedule- Schedule Meeting for September 2020 (need date)
Date was set for Monday, September 21, 2020; 5:00pm via ZOOM. Director Van Cleve will email out information to refresh board members before the meeting. Bookkeeper Eberly may not be in attendance but feels the board has all the information that they need and that Director Van Cleve should be able to answer any questions they would have.
4. Lawn Maintenance Contract/Quotes- waiting for responses
A few responses from companies that either weren't taking new commercial accounts or don't do commercial landscaping. Still waiting for quotes. Will update next month.
5. Library Directional Signs-email sent 6/18/2020; again 8/13/2020, no response
Director Van Cleve noticed a new sign and wonders if all the signs were hung and we just weren't informed. Director Van Cleve will take a drive to locate all signs and report back.
6. Non-Resident Library Card Fee Ordinance
Wait to pass new ordinance; keep fee at \$200
7. Secretary's Report IPLAR
Completed.

B. New Business

1. IPLAR review and signing
Board gave permission to Susan Eberly, Bookkeeper, to sign virtually. No questions about IPLAR Report.

IX. Trustee Information and General Announcements

Need signatures for B&A Ordinance passed last month (KH & GM)- scheduled a time to come in and sign documents.

Return Auditors Inquiry to Susan ASAP. - A reminder.



Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

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

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

XI. Adjournment: 9:29pm

A motion and 2nd was made to end the meeting at 9:29pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

Next Regular Board Meeting is scheduled for Wednesday, September 16, 2020; 7:30pm via ZOOM

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director