

**BOARD OF TRUSTEES Regular Meeting
Wednesday, August 21st, 2019; 7:30pm**

MINUTES

- I. Call to Order & Roll Call: 7:50
Warrette Colman, Kisha Houston, Gina Middleton, Alice Creason, Patricia Nalls.
Also Present: Laura Van Cleve, Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney; Marcy Jo Chachakis. Absent: None.
- II. Remarks from the Public
NONE
- III. Approval of Minutes
Regular Meeting July 17, 2019
Regular Meeting July 18, 2018 (**RESCHEDULED July 26, 2018**)

A motion and 2nd was made to approve the regular meeting minutes of July 17th, 2019. On a voice vote, the motion was approved.
A motion and 2nd was made to approve the regular meeting minutes of July 26th, 2018 with minor changes. On a voice vote, the motion was approved.
- IV. Correspondence
NONE
- V. Treasurer’s & Financial Reports
 - A. Income and Expense Reports July 31 2019
 - B. Approval of Expenses: August 21, 2019
 - C. Other Financially Related Reports
 1. Traveler’s Cyber Crime Policy Quote
After some discussion, it was requested that Director Van Cleve and Bookkeeper Eberly get additional quotes from other companies, see what our IT company has to say about cyber security, and see how many/if any other libraries have this type of insurance policy.
 2. Auditor questionnaire collection and pre-audit consulting 8/23 & 8/24

A motion and 2nd was made to approve the expenses for August 21, 2019. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.
- VI. Attorney’s Report
 - A. *CalTek TV Monitors*
Received final information for wage garnishment. Ready to e-file.
- VII. Librarian’s Report

-Statistics

Director Van Cleve discussed new items available to patrons (Express Printing Station/ Explore more Illinois), Outreach efforts, building maintenance, and end of summer celebrations.

VIII. Business

A. Old Business

1. Policy Review Calendar-*in process*

Director Van Cleve explained the magnitude of this project. Compiling all policies and making sure we have the most current version before having to re-type for an editable version for revision. Until that is completed and we know what we have, a Calendar for review will be on the back burner.

2. IPLAR-completed and ready to sign

B. New Business

1. Leave Policy: Section 1 of 8.4- Holiday Pay- approval needed

A motion and 2nd was made to approve the revision to Section 1 of 8.4 – Holiday Pay. On a voice vote, the motion was approved.

2. Ordinance 19-4: Budget and Appropriations

A motion and 2nd was made to approve the passing of Ordinance 19-4: Budget and Appropriations. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IX. Trustee Information and General Announcements

-Viewing of “Board Meetings” Short Takes Video at 7:15pm. Thoughts?

Alice Creason asked if we had a Strategic Plan or Long Range Plan. Director Van Cleve stated that if we did, it was probably time to update it. Director Van Cleve will look into it.

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

A motion and 2nd was made to go in to executive session at 8:58pm. On a voice vote, the motion was approved.

A motion and 2nd was made to end executive session at 9:06pm. On a voice vote, the motion was approved.

XI. Adjournment:

A motion and 2nd was made to adjourn the board meeting at 9:07pm. On a voice vote, the motion was approved. Next Regular Board Meeting is scheduled for Wednesday, September 18th, 2019; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary and _____
Laura Van Cleve, Library Director