

**BOARD OF TRUSTEES Regular Board Meeting  
Wednesday, December 16, 2020; 7:30pm**

**MINUTES**

I. Call to Order & Roll Call: 7:30pm

In the absence of the Board Secretary, MarcyJo Chachakis was asked to take on the role of acting secretary. A motion and 2<sup>nd</sup> was made to have MarcyJo Chachakis as acting secretary for the meeting. On a voice vote, the motion was approved.

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

II. Remarks from the Public  
NONE

III. Approval of Minutes  
Regular Meeting November 18, 2020

A motion and 2<sup>nd</sup> was made to approve the Regular Meeting Minutes of November 18, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, absent.

IV. Correspondence  
NONE

V. Treasurer’s & Financial Reports  
A. Income and Expense Reports                      November 30, 2020  
B. Approval of Expenses:                              December 16, 2020

A motion and 2<sup>nd</sup> was made to approve the expenses for December 16, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, absent.

C. Other Financially Related Reports

1. Audit progress- still in process. Extension was filed. Bookkeeper Eberly noted concern that the audit wasn’t completed yet as well as the lack of communication from our auditor. The board requested Bookkeeper Eberly reach out to get a more detailed update.

2. LIMRICC Open Enrollment complete

3. Annual Treasurer’s Report

4. Levy update- Everything has been filed electronically. Bookkeeper Eberly received receipt from Cook County that it was received and accepted.

VI. Attorney's Report

A. *CalTek TV Monitors*

In the wake of the pandemic, smaller cases are being bumped and it is hard to get a hearing through the court. Attorney Ciambrone is hopeful that 2021 will be the year we can put this matter to rest.

VII. Librarian's Report

-Statistics

Director Van Cleve discussed building issues, personnel updates, program updates and the general comings and goings of the library. Special Thanks to Ashley Baltazar for her tech report.

VIII. Business

A. Old Business

1. Versatile Cyber Security-AB Technology report in Directors Report.

Based on tech report, and with the suggestion of the Head of Technical Services from her ongoing research, the board has requested we bring cyber security policy quotes to the January Board Meeting.

2. ADP Proposal-Request to table til March (this is the wrong time of year)-TABLED

B. New Business

1. Annual Treasurer's Report-signature needed.

Signing time arranged

2. Approval of Board Public Posting 2021

A motion and 2<sup>nd</sup> was made to approve the Board Public Posting 2021. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, absent.

IX. Trustee Information and General Announcements

Serving our Public 4.0: Discussion for fulfillment of 2021 Per Capita Grant

Discussion was had and requirement fulfilled for 2021 Per Capita Grant. Trustee Middleton recommended that Director Van Cleve put together a list of items from the Serving our Public checklists that the Board are responsible for so we can start to create a skeleton in getting our library up to standards.

Reminder: Election Filing for April Consolidated Election runs Dec 14<sup>th</sup>-21<sup>st</sup>.

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

NONE

XI. Adjournment:

A motion and 2<sup>nd</sup> was made to end the board meeting at 8:45pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, absent.

Next Regular Board Meeting is scheduled for Wednesday, January 20, 2021; 7:30pm

Respectfully submitted,

---

MarcyJo Chachakis, Acting Board Secretary

and

---

Laura Van Cleve, Library Director