

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"

BOARD OF TRUSTEES Regular Meeting Wednesday, December 18th, 2019; 7:30pm

MINUTES

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

In the absence of the Board Secretary, Warrette Coleman was asked to be the acting secretary.

Present: Kisha Houston, Alice Creason, Warrette Coleman, MarcyJo Chachakis, Gina Middleton.

Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper; Angelo Ciambrone, Attorney. Absent: Patricia Nalls.

II. Remarks from the Public

NONE

III. Approval of Minutes

Regular Meeting November 20, 2019

A motion and 2nd was made to approve the regular meeting minutes of November 20, 2019 with minor corrections. On a voice vote, the motion was approved.

IV. Correspondence

NONE

V. Treasurer's & Financial Reports

A. Income and Expense Reports November 30, 2019

B. Approval of Expenses: December 18, 2019

A motion and 2nd was made to approve the expenses for December 18, 2019. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Patricia Nalls, absent.

C. Other Financially Related Reports

1. Audit - In-progress; auditor will need to file an extension- Extension filed, Auditor has until the end of February 2020 to file.

VI. Attorney's Report

A. *CalTek TV Monitors*

Still trying to obtain monies. Attorney Ciambrone states he believes former CalTek owner is employed but potentially a contracted employee. Still looking into ways to recuperate from *CalTek*.

In regards to KNB, potential hearing on January 6th, 2020. Not confirmed.

VII. Librarian's Report

-Statistics

Director Van Cleve discussed programming, building maintenance updates, technology updates, outreach and continuing education of staff.

VIII. Business

A. Old Business

1. Policy Review Calendar-*re-typing policy. Sections 1-8 of 11 re-typed. Started to highlight "problem" areas. Once re-typed, will look at section adjustment and what is missing to come up with review calendar for January 2020.*
2. Minimum Wage and Pay Grade adjustments - Table until modified for July 1, 2020 implementation

B. New Business

1. Annual Treasurer's Report –signature needed
Signature procured. Will post Annual Treasurer's Report on website to have available to the public.
2. Request for IMRF Status for Burnedean Taylor (Senior Clerk)
A motion and 2nd was made to increase Burnedean Taylor's hours by 7 hours a week which would qualify her for IMRF. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Patricia Nalls, absent

IX. Trustee Information and General Announcements

A. Viewing of "Strategic Planning" Short Takes Video at 7:15pm. Thoughts?

Video did not work. Director Van Cleve will reach out to RAILS and see what the issue is so that we can watch this video at our January 2020 Meeting.

Board President Kisha Houston wanted to bring to the attention of the library staff and board an incident that happened at a branch of the Chicago Public Library with a young girl that was assaulted in a blind spot of the library. Discussion of what we can do to keep our patrons safe and potentially having our Police Detail doing rounds of the facility. Looking into better security cameras was also discussed.

Board President Kisha Houston also brought up the subject of School Library Cards. In the past, it was brought up, but when talks of an Inter-Governmental Agreement started, the topic wasn't brought up anymore. Director Van Cleve will contact Matteson Public Library and see what they have in place for their school library card procedure.

Another topic discussed was a potential program idea for our Young Adults. Potential for having a Teen Job Fair with mock interviews, how to fill out an application, free haircuts (?). Director Van Cleve will look into it and see if this is something we can potentially have here at the library, and if not doing it completely on our own, reaching out and seeing if Congresswoman Robin Kelly would be interested in using our facility as the location for her next Job Fair.

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 9:30pm. On a voice vote, the motion was approved. Next Regular Board Meeting is scheduled for Wednesday, January 15, 2020; 7:30pm

Respectfully submitted,

Warrette Coleman, Acting Board Secretary

and

Laura Van Cleve, Library Director