

BOARD OF TRUSTEES Regular Meeting Wednesday, December 19th, 2018; 7:30pm

MINUTES

I. Call to Order & Roll Call- 7:55pm

Present: Kisha Houston, Gina Middleton, Evelyn Green, Patricia Nalls

Absent: Alice Creason, Warrette Coleman

Others Present: Laura Van Cleve, Interim Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney;

II. Remarks from the Public

NONE

III. Approval of Minutes

Regular Meeting November 14, 2018

Motion and 2nd made to approve the minutes with minor changes. On a voice vote, the motion was approved.

IV. Library Project Updates

A. Village Issues: 2-Directional Signs- still pending.
No update.

V. Correspondence

NONE

VI. Treasurer's & Financial Reports

A. Income and Expense Reports November 2018

B. Approval of Expenses: December 19, 2018

C. Other Financially Related Reports

Report - LIMRiCC Open Enrollment

Report - IRS Notice

Report - Resolution 18-4 Intent to Levy Building Tax

Report - Annual Exempt Affidavit

Report - Sales Tax Exemption

Report- Payroll Company

A motion and 2nd was made to approve the expenses for December 19, 2018. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Evelyn Green, yes; Patricia Nalls, yes.

- VII. Attorney's Report
A. *CalTek TV Monitors*
Preliminary date at 6th Municipal District (Markham Courthouse) for the suit filed against CalTek is scheduled for January 23rd, 2019.

- VIII. Librarian's Report
-Statistics: Please note that we have held fewer programs but had greater attendance

Requirements for Per Capita Grant were discussed. Board requested Laura Van Cleve forward Trustee Webinar on Library Accessibility to the Board to fulfill Per Capita requirements.

Board requested Laura Van Cleve call references for CleanNet.

- IX. Business
A. Old Business
1. Completed: Credit card update for Department Head received
B. New Business
1. Resolution 18-4 Intent to Levy A Building Tax (vote and sign)
Motion and 2nd made to sign Resolution 18-4 Intent to Levy A Building Tax. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Evelyn Green, yes; Patricia Nalls, yes.

2. Annual Exempt Affidavit
TABLED

3. Payroll Company
After hearing from Bookkeeper, Susan Eberly, the board decided for the time being to not switch to Paylocity.

4. Non-Resident Fee Ordinance
No action necessary. Can bring up again in New Fiscal Year

5. Gift Ban Ordinance
No action necessary.

- X. Trustee Information and General Announcements
Gina Middleton discussed a conference call that she and Laura Van Cleve had with Sue Winkler of HR Source in regards to running a search to fulfill the position of Library Director. The Board would like to set up a date for a Special Board Meeting to discuss whether the library would partner with HR Source. No date was set.

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

XII. Adjournment: Next Regular Board Meeting is scheduled for Wednesday, January 16, 2019; 7:30pm

A motion and 2nd was made to adjourn the board meeting at 9:28pm. On a voice vote, the motion was approved.

Respectfully submitted,

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