

BOARD OF TRUSTEES Regular Board Meeting Wednesday, February 17, 2021; 7:30pm

MINUTES

I. Call to Order & Roll Call: 7:39pm

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. Absent: Angelo Ciambrone, Attorney.

II. Remarks from the Public NONE

III. Approval of Minutes Regular Meeting January 20, 2021

A motion and 2nd was made to approve the Regular Meeting Minutes of January 20, 2021. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IV. Correspondence NONE

V. Treasurer’s & Financial Reports

A. Income and Expense Reports	January 31, 2021
B. Approval of Expenses:	February 17, 2021

A motion and 2nd was made to approve the expenses for February 17, 2021. 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 Progress- Annual Financial Report draft

Audit is complete. Director Van Cleve and Bookkeeper Eberly went over the annual financial report draft presented and it looked good. Bound copies of the report will be available soon.

2. Annual Exempt Affidavit

Completed, just needs a signature from President Houston. President Houston will communicate with Bookkeeper Eberly to get that document signed.

VI. Attorney’s Report

A. *CalTek TV Monitors*

Attorney Ciambrone was not present at the meeting. No report given. Director Van Cleve will reach out for an update.

VII. Librarian's Report

-Statistics

Director Van Cleve discussed building issues, personnel updates, program updates and the general comings and goings of the library. Our CARES Grant Funds have been received. Progress is being made on the personnel policy. The policy committee is hoping to have Section 4 of the policy on the agenda for March. Library re-opening was discussed. Technology update and website redesign progress were shared by Ashley Baltazar. As an added highlight, Director Van Cleve touched on our new Overdrive magazine collection and STEM kits available for check out now.

VIII. Business

A. Old Business

1. Cyber Crime Policy: TABLED for more information from L.I.R.A.

B. New Business

NONE

IX. Trustee Information and General Announcements

Starting in February, be on the lookout for information on completing your Statement of Economic Interest.

President Houston stated she looked back to previous years and noticed getting an email beginning of March.

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

A motion and 2nd was made to go into Executive Session at 8:51pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

A motion and 2nd was made to end Executive Session at 9:28pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

XI. Adjournment:

A motion and 2nd was made to end the board meeting at 9:32pm. 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, March 17, 2021; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director