

**BOARD OF TRUSTEES Regular Meeting
Wednesday, February 19th, 2020; 7:30pm**

MINUTES

I. Call to Order & Roll Call: 7:32pm

In the absence of the Board Secretary, Warrette Coleman was asked to take on the role of acting secretary. A motion and 2nd was made to have Warrette Coleman as acting secretary for the meeting. On a voice vote, the motion was approved. Patricia Nalls, Board Secretary arrived at 7:34pm and resumed the role of Secretary.

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

II. Remarks from the Public
NONE

III. Approval of Minutes
Regular Meeting January 15, 2020
A motion and 2nd was made to approve the regular meeting minutes of January 15, 2020 with minor corrections. On a voice vote, the motion was approved.

IV. Correspondence
Director Van Cleve informed the board of an email received from the Village of Richton Park thanking us for participating in their Black History Month program on February 8, 2020.

V. Treasurer’s & Financial Reports
A. Income and Expense Reports January 31, 2020
B. Approval of Expenses: February 19, 2020

A motion and 2nd was made to approve the expenses for February 19, 2020. Roll Call: Kisha Houston, yes; Patricia Nalls, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, absent.

C. Other Financially Related Reports

1. Tax Forms Distributed and Transmittals Mailed: W-2's (Employee Wages); 1095-C's (FT Employee Health); 1094-C (IRS Transmittal); 1099-MISC's (Independent Contractor Compensation); 1096 (IRS Transmittal)
2. Governmental Forms: Bureau of Labor Statistics (BLS) says the cover letter is customized and correct, so the contents are requested, not required
3. Centers for Medicare and Medicaid Services (CMS) Online Disclosure filled out and submitted

Other:

4. Pay Grade Study - scatter plot added to report
Will be discussed during Old Business.
5. Audit Complete and soon ready for distribution and filing
Filed to state Comptroller. Bookkeeper Eberly uploaded to Cook County on February 19, 2020.

VI. Attorney's Report
A. *CalTek TV Monitors*
No New Information.

In regards to KNB, Attorney Ciambone informed the library to be on the lookout for a check for the full sum of judgement (\$1929.40)

VII. Librarian's Report
-Statistics

Director Van Cleve discussed the decrease in programming statistics. In looking into the raw data and having a discussion with Bookkeeper Eberly, it was discovered that the numbers reported monthly are the numbers reported to IPLAR and not the actual data of our programming which has actually increased. The Board requested that they are given actual programming numbers that show how many patrons are attending.

Director Van Cleve also discussed Technology, Security, Inter-Governmental Agreements, Maintenance Issues, and Continuing Education. The Board requested that Director Van Cleve fill the empty School Liaison position now vs. waiting for the school year to be over. It was also requested we find a way to get the word out to the schools about databases that we have available for patrons to use.

VIII. Business

A. Old Business

1. Policy Review Calendar-Section 1 Distributed
Section 1 was distributed. The board will look it over throughout the month and any adjustments or changes needed will be made at the March Board Meeting.
2. Minimum Wage and Pay Grade adjustments – Refresher and Scatter Plot.
Because all staff are already above the minimum wage requirement, the board has decided to wait until July 2020 to make adjustments to the pay grade scale.

B. New Business

1. Public Posting 2020 Meeting Dates Ordinance 2020- signature needed
Signature acquired

IX. Trustee Information and General Announcements

- A. Viewing of "Working Effectively with Friends" Short Takes Video at 7:15pm. Thoughts?
Board members discussed becoming members of the Friends and asked about how involved the Friends group actually is.

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



Richton Park Public Library District

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“Enriching the Lives of the Community Through a Good Library Experience”

XI. Adjournment:

A motion and 2nd was made to adjourn the board meeting at 9:50pm. On a voice vote, the motion was approved Next Regular Board Meeting is scheduled for Wednesday, March 18, 2020; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director