

**BOARD OF TRUSTEES Regular Meeting  
Wednesday, January 15th, 2020; 7:30pm**

**MINUTES**

- I. Call to Order & Roll Call: 7:30pm  
In the absence of the Board Secretary, Warrette Coleman was asked to take on the role of acting secretary. A motion and 2<sup>nd</sup> was made to have Warrette Coleman as acting secretary for the meeting. On a voice vote, the motion was approved.

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 December 18, 2019  
A motion and 2<sup>nd</sup> was made to approve the regular meeting minutes of December 18, 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 December 31, 2019  
B. Approval of Expenses: January 15, 2020

A motion and 2<sup>nd</sup> was made to approve the expenses for January 15, 2020. 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 approved. Audit 75% completed since extension was filed. No issues.

- VI. Attorney’s Report  
A. *CalTek TV Monitors*  
Looking into putting a lien on estate. Cannot garnish wages for a contracted employee.

In regards to KNB, hearing received judgement of \$1929.40, including court costs. Attorney requested payments in installments of \$50 a month. Board vote to deny payment plan and go for garnishment of wages; on a voice vote, all board members agreed.

VII. Librarian's Report  
-Statistics

A very quiet month for programming and outreach. Per Capita Grant and Library Annual Certification Completed January 3, 2020.

VIII. Business

A. Old Business

1. Policy Review Calendar-DRAFT

Draft completed. Will start at February 2020 Board Meeting passing out sections for review; first section to be reviewed at March 2020 Board Meeting.

2. Minimum Wage and Pay Grade adjustments - Table until modified for July 1, 2020 implementation

Un-table for February Meeting. Bookkeeper Eberly was requested a refresher of information for Board Members and scatterplot of wages now vs proposed wages for July 2020 implementation.

B. New Business

1. Annual Exempt Affidavit

Signature obtained from Attorney Ciambrone

2. OSHA Compliance Request

OSHA requesting information from us, do not know if we are bound by OSHA and required to comply. Will look into further.

3. Utica Insurance- Proxy Signature

Signature obtained.

4. Public Posting 2020 Meeting Dates

Director Van Cleve wasn't sure if this was something that just needed to be voted on for approval or needed an ordinance created. Director Van Cleve will investigate.

IX. Trustee Information and General Announcements

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

Director Van Cleve learned of a Trustee Workshop that is available through ATLAS on May 9<sup>th</sup>. Any trustee interested to attend, please let Director Van Cleve know and she will register.

Trustees would like to request that we create a walk around log for security purposes to make sure our Police Detail are securing the building on a regular basis. Director Van Cleve has been requested to further look into security systems (i.e. Cameras)

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

NONE

XI. Adjournment:

A motion and 2<sup>nd</sup> was made to adjourn the board meeting at 8:58pm. On a voice vote, the motion was approved Next Regular Board Meeting is scheduled for Wednesday, February 19, 2020; 7:30pm

Respectfully submitted,



# Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ [www.richtonparklibrary.org](http://www.richtonparklibrary.org)

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

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Warrette Coleman, Acting Board Secretary

and

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Laura Van Cleve, Library Director