

BOARD OF TRUSTEES Regular Meeting Minutes Wednesday, January 16th, 2019; 7:30pm

MINUTES

- I. Call to Order & Roll Call: 7:33pm;
Present: Kisha Houston, Alice Creason, Gina Middleton, Patricia Nalls, Evelyn Green;
Conference Call: Warrette Coleman
Also 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 December 19, 2018
Motion and 2nd made to approve the regular meeting minutes of December 19th with minor changes. On a voice vote, the motion was approved.

Special Meeting December 29, 2018
Motion and 2nd made to approve the special meeting minutes of December 29th with minor changes. On a voice vote, the motion was approved.

- IV. Library Project Updates
Youth Services Furniture- The wooden chairs in the Youth Department have started bending. Interim Director Laura Van Cleve contacted the company that the library purchased the chairs from and they responded that the understructure was faulty and that was very rare. Upon further inspection into this matter, Laura Van Cleve received an email stating: “Unfortunately, the chairs have been deemed non-warrantable by manufacturing and engineering. That said, we would be glad to provide you with new metal understructures at cost (\$20- per) + we will pay the shipping. I have copied your purchasing dealer, LFI, who may be able to quote changing the understructures out for you if you are interested.”

Laura Van Cleve has been requested to look further into this matter to see what the cost of parts and labor to change the understructures would be versus purchasing new chairs for the Youth Department. We will discuss at next board meeting.

- V. Correspondence
A letter and certificate was presented to the Richton Park Public Library District from the Village of Richton Park’s Beautification Committee. The Library was the recipient of a Red Ribbon Award. We will scan the certificate and put on our “About Us” section on the website.

- VI. Treasurer's & Financial Reports
 - A. Income and Expense Reports December 19 2018
 - B. Approval of Expenses: January 16, 2019

A motion and 2nd was made to approve the expenses for January 16, 2019. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Evelyn Green, yes; Patricia Nalls, yes; Alice Creason, yes.

- C. Other Financially Related Reports

- 1. Update - Annual Exempt Affidavit

- 2. W-2's and 1099-MISC's

- Almost all have been distributed. Those that do not pick up their W-2's or 1099-MISC will be mailed.

- 3. Sikich acquisition of Knutte

- Knutte has been purchased by Sikich. A letter was received from new audit company requesting access to past year audit information. It is not a contract for service.

- 4. Finished electronic storage of board packets 1974-2009

- 5. Will begin electronic storage of payroll history for terminated employees

- Will look into legal requirements for record retention and report at next scheduled board meeting.

- VII. Attorney's Report

- A. *CalTek TV Monitors- Court date January 23, 2019*

- Attorney Ciambone will check with the sheriff to see if the defendant was served paper work. If not, a private service will be used to serve.

- VIII. Librarian's Report

- Statistics: no questions

Interim Director Laura Van Cleve was asked to create a self-evaluation for herself to present at the next board meeting.

Winter Reading was discussed including different sports organizations that may be able to offer donations to the library.

- IX. Business

- A. Old Business

- 1. Personnel Policy Review- Revisit/Complete/Implementation?

- TABLED

- B. New Business

- 1. Annual Exempt Affidavit – sign

- Given to Attorney Ciambone for signature and Notary service.

- 2. Sikich acquisition of Knutte - sign letter

A motion and 2nd was made to give permission to Interim Director Laura Van Cleve to sign access letter for past audit records. On a voice vote, the motion was approved.

X. Trustee Information and General Announcements
NONE

XI. Executive Session: 5 ILCS 120/2 (c)(1): Personnel
A motion and 2nd was made to go into executive session at 8:40pm. On a voice vote, the motion was approved.

A motion and 2nd was made to end executive session at 9:07pm. On a voice vote, the motion was approved.

XII. Adjournment: Next Regular Board Meeting is scheduled for
Wednesday, February 20th, 2019; 7:30pm

A motion and 2nd was made to adjourn the board meeting at 9:07pm. On a voice vote, the motion was approved.

Respectfully submitted,

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