

**BOARD OF TRUSTEES Regular Board Meeting
Wednesday, July 15, 2020; 7:30pm**

MINUTES

I. Call to Order & Roll Call: 7:30pm

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; Angelo Ciambrone, Attorney.

II. Remarks from the Public
NONE

III. Approval of Minutes
Regular Meeting June 17, 2020

A motion and 2nd was made to approve the regular meeting minutes of June 17, 2020 with minor corrections. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IV. Correspondence
PNG Grant Award Letter was received
Age Options Grant was received with the stipulation that at least half of the funds are used for technology for seniors.

V. Treasurer’s & Financial Reports
A. Income and Expense Reports June 30, 2020
B. Approval of Expenses: June 30, 2020; July 15, 2020

A motion and 2nd was made to approve the expenses for June 30, 2020 and July 15, 2020. 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 Engagement Letter- Standard letter that follows the agreement of our 3 year contract. Director Van Cleve will sign.
2. Propay Reactivated- Set up through SWAN to collect fines and fees from Workflows.
3. Telecommunications Insurance Option- \$20 for the year, we can add if we ever switch our phone system to Voice Over I.P.

VI. Attorney’s Report
A. *CalTek TV Monitors*
Court is back in session virtually. It is a learning curve but Attorney Ciambrone is still intending to collect our judgement.

VII. Librarian's Report
-Statistics

Director Van Cleve talked about everything the library has done this past month to get us open to the public. Topics covered included Library Stabilization Fund Act, Website and social media, beanstack, Pro-Pay, building and maintenance issues, Staff, and programming and outreach.

VIII. Business

A. Old Business

1. Re-open task force

A 4th draft was sent out. No major changes noted. Director Van Cleve mentioned that one area that was overlooked was protocol for if a staff member contracts COVID. The board requested we get a touch free thermometer and hand sanitizer for the staff entrance.

2. Section 3 Personnel Policy –TABLED

3. Tentative Salary Schedule- TABLED

4. Lawn Maintenance Contract/Quotes- waiting for responses

5. Library Directional Signs-email sent 6/18/2020

6. Non-Resident Library Card Fee Ordinance- TABLED till more information is available.

B. New Business

1. Jennifer Westbrook-Krusza Full Time status

A motion and 2nd was made to approve the full time status of Jennifer Westbrook-Krusza. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

2. Moving salary increases to January of Each Year

After a short discussion, the board requested that this topic be held until a special board meeting regarding salary scales and minimum wage increasing can occur. Tentative date set for September 2020.

3. Executive Session Minutes (vote to open or keep closed semi-annually)

A motion and 2nd was made to keep all Executive Session minutes closed. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

4. Secretary's Report IPLAR

An additional reminder that the Previous Fiscal Years minutes will be handed out to Trustee Nalls and Coleman for review to be completed by August Board Meeting.

5. Budget and Appropriation Ordinance Approval

A motion and 2nd was made to approve Ordinance 20-4: Ordinance Providing for Budget and Appropriations of Richton Park Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2020, and ending June 30, 2021. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IX. Trustee Information and General Announcements

Secretary Report- Past minutes distributed for review.

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 end the meeting at 9:50pm. 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, August 19, 2020; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director