

BOARD OF TRUSTEES Regular Meeting Wednesday, July 17th, 2019; 7:30pm

MINUTES

- I. Call to Order & Roll Call: 7:31pm;
Present: Warrette Colman, Kisha Houston, Gina Middleton, Alice Creason, Patricia Nalls.
Also Present: Laura Van Cleve, Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney; Absent: None.
- II. Remarks from the Public
NONE
- III. Approval of Minutes
Regular Meeting June 19th, 2019
A motion and 2nd was made to approve the regular meeting minutes of June 19th, 2019 with minor changes. On a voice vote, the motion was approved.
- IV. Correspondence
NONE
- V. Treasurer’s & Financial Reports
 - A. Income and Expense Reports June 19, 2019
 - B. Approval of Expenses: June 28, 2019 July 17, 2019
 - C. Other Financially Related Reports
 1. Auditor Questionnaire
Our auditor requested board members to fill out a questionnaire and return no later than August 15th, 2019.
 2. Liability Insurance Renewal
There was a 2.34% price increase to our policy.

A motion and 2nd was made to approve the expenses for June 28, 2019 and July 17, 2019. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.
- VI. Attorney’s Report
 - A. *CalTek TV Monitors- still looking for employer for wage garnishment.*
- VII. Librarian’s Report
-Statistics
In regards to building maintenance, the board requested Director Van Cleve double check with Clean Net about our unsealed grout before the deep clean of the bathrooms took place.

Director Van Cleve also mentioned that State Representative Debbie Meyers-Martin came and read to the kids from the daycare. Over 40 children attended.

VIII. Business

A. Old Business

1. IT Proposals

After going over all proposals given, the Director decided it best to stay with our current IT Vendor.

2. Leave Policy: Section 1 of 8.4- Holiday Pay

Section was gone over and re written for clarification. Director Van Cleve will write up new verbiage to present at next board meeting on August 21, 2019.

3. Pay Grade Scale

Table til November. Look into Average Salaries from similar South Suburban Libraries.

B. New Business

1. Public Hearing for Ordinance 19-3: Tentative Budget and Appropriations and Estimate of Revenue scheduled for Wednesday, August 21, 2019; 7:15pm

IX. Trustee Information and General Announcements

-Viewing of “What It Means to Be a Trustee” Short Takes Video at 7:15pm. Thoughts?

The board enjoyed the first video of this series. Director Van Cleve will create logins for each board member for the Library Learning Calendar (L2) so they have access to all videos in case one is missed. There is also a list of continuing education for trustees that are both in person and on demand via the webpage.

-Review of Board Meeting Minutes for the year (IPLAR)

As part of our IPLAR, all meeting minutes need to be reviewed. Warrette Coleman volunteered to look over minutes for the year and note any changes found. Director Van Cleve will get those minutes ready for review ASAP.

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

XI. Adjournment: Next Regular Board Meeting is scheduled for Wednesday, August 21st, 2019; 7:30pm
Public Hearing for Ordinance 19-3 scheduled for Wednesday, August 21, 2019; 7:15pm

A motion and 2nd was made to adjourn the board meeting at 9:16pm. On a voice vote, the motion was approved.

Respectfully submitted,

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