

Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

"Enriching the Lives of the Community Through a Good Library Experience"

BOARD OF TRUSTEES Regular Meeting
Wednesday, July 18, 2018, 7:30pm- RESCHEDULED July 26, 2018

Agenda

I. Call to Order; Roll Call: 7:39pm

Present: Leslie Best, Warrette Coleman, Kisha Houston, Gina Middleton. Absent: Alice Creason, Patricia Nalls. Others present: Kelley Nichols-Brown, Director; Ashley Baltazar, Head of Tech; Susan Eberly, Bookkeeper; Dan Graham.

In the absence of the Board Secretary, Dr. Leslie Best was asked to take on the role of acting secretary. A motion and 2nd was made to have Dr. Best as acting secretary for the meeting. On a voice vote, the motion was approved.

II. Remarks from the Public

Dan Graham of Versatile CSI discussed a repurchase and installation of new TV's for the lobby and adult study rooms.

III. Approval of Minutes: Rescheduled Regular Meeting of June 27, 2018

A motion and 2nd was made to approve the minutes for regular meeting June 27, 2018. On a voice vote, the motion was approved.

IV. Library Projects Update:

A. Village Issues: Two Directional Signs- *Pending*

B. Inside Projects: Window Cleaning (Sat, July 28th) and carpet Cleaning (Sat, Aug 4)

C. Outside Projects: Outside Building Lights- *researching Com Ed Light Grant*

D. Technology Updates: TV Installations-*Versatile Report*; Vending Machine-*researching*

V. Correspondence

A. Village of Richton Park: Residents Appreciation Day (Sat, July 28, 11am-4pm)

B. Richton Park Police Department: 35th Annual National Night Out (NNO) (Tues, Aug 7th, 6:30-10pm)

C. Friends of the Richton Park Library: 4th Annual "Sips for Scholars" Winetasting Fundraiser (Sat, Aug 11th, 5-8pm)

D. Village of Richton Park: Fall Fest (Sat, Sept 8th, 11am-8pm)

E. Friends of the Richton Park Library: 5th Annual Friends Fall Fest Book sale & Showcase (Sat, Sept 29th, 10am-2pm)

- VI. Treasurer's & Financial Reports
 - A. Income and Expense Reports: June 20, 2018
 - B. Approval of Expenses: June 30, 2018 –Year end
 - C. Approval of Expenses: July 18, 2018

A motion and 2nd was made to approve the expenses of June 30, 2018 and July 18, 2018. Roll Call: Coleman, yes; Middleton, yes; Best, yes; Houston, yes. Motion approved.

- D. Other Financially Related Reports: (*Insurance renewal updates; Audit dates; Preliminary draft budget*)
Audit Dates were scheduled for September 4th & 5th, 2018.

- VII. Attorney's Report: (*CalTek TV Monitors deposit check issue*)
Attorney not present. No update given

- VIII. Library Director's Report
- IX. Business
 - A. Old Business:
 1. Completed Business: ORD 18-3 Prevailing Wage published and mailed to IL Dpt. of Labor; Non Resident Program submitted to RAILS.
 2. Intergovernmental Cooperative Agreement for Educator Library Cards:
TABLE
 3. Maintenance Proposal: Outside Building Lights (\$3,000 Capital Project) –
TABLE
 4. Per Capita Requirements FY 2019 (by Aug 15th: **Board Review Confirmations**
Trustees: *Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION"*
Education: *Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.*
Outreach: *Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project.*
 - B. New Business:
 1. Meristem Financial Consultants proposal
Director Brown was asked to find out if being billed for an hourly rate versus contracting with consulting firm would be an option. Director Brown was also asked if financial consulting could potentially come out of Capital Projects.
 2. Personnel Policy Review (Section 7 of 11): *Compensation, Performance and Evaluations*

- X. Trustee Information & General Announcements

- A. Trustee Development, Reports & Comments
 - 1. Quarterly Book Purchase Orders (due Sept. 1st)
 - 2. ILA 2018 Trustee Day in Peoria (Thurs, Oct 11th, 9am-4pm)
 - 3. Trustee CommentsAshley Baltazar, Head of Tech passed out Summer Reading Shirts to trustees.

- B. General Announcements
 - 1. Library Events: 2018 4th Annual Friends Winetasting Scholarship Fundraiser (Sat, Aug 11th, 5-8pm)
 - 2. Other Announcements

XI. Executive Session: 5ILCX120/2(c)(1): Personnel
NONE

XII. Adjournment:
A motion and 2nd was made to adjourn the meeting at 9:47pm. On a voice vote, the motion was approved. Next regular Board Meeting Date: Wednesday, August 15, 2018, 7:30pm

Respectfully submitted,

Acting Secretary, Warrette Coleman