

**BOARD OF TRUSTEES Regular Board Meeting  
Wednesday, June 17, 2020; 7:30pm**

**MINUTES**

I. Call to Order & Roll Call: 7:34pm

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, Warrette Coleman, MarcyJo Chachakis, Gina Middleton, Alice Creason.  
Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper; Angelo Ciambrone, Attorney; Sarah Brown, Head of Circulation. Absent: Patricia Nalls

II. Remarks from the Public  
(must be emailed in to [vanclevel@rppld.org](mailto:vanclevel@rppld.org) prior to 5pm day of meeting)  
NONE

III. Approval of Minutes  
Regular Meeting May 20, 2020  
Special Board Meeting June 1, 2020

A motion and 2<sup>nd</sup> was made to approve the regular meeting minutes of May 20, 2020 and Special Board Meeting of June 1, 2020 with minor corrections. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

IV. Correspondence  
Per Capita Award Letter was received. ILA also sent out an email stating that the funds for next fiscal year Per Capita will increase per person.

V. Treasurer’s & Financial Reports  
A. Income and Expense Reports May 31, 2020  
B. Approval of Expenses: June 17, 2020

A motion and 2<sup>nd</sup> was made to approve the expenses for June 17, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

- C. Other Financially Related Reports
1. Property and Liability insurance renewal for FY 20-21 is 3% increase overall
  2. 2019 Tax Agency Report is optimal

Bookkeeper Eberly gave a brief overview of our Levy and discussed that thanks to the resolutions we put in place, we are getting more funds for the upcoming fiscal year without increasing the amount we requested.

### 3. Present Tentative Budget

Bookkeeper Eberly presented tentative budget and fielded questions about interest and money market accounts.

## VI. Attorney's Report

### A. CalTek TV Monitors

Still waiting- Courts are tentatively set to re-open July 6<sup>th</sup> and Attorney Ciambone will re-file case and try to find where defendant is employed.

## VII. Librarian's Report

### -Statistics

Director Van Cleve discussed OMA remote meeting legislation. Website and social media continue to be updated regularly. Summer Reading program has gone live and will be featured on our website. Tawk.to digital reference allows patrons to ask reference questions via chat box on our website. We are able to offer this service with no cost to the library. Director Van Cleve looked into setting up credit card payments for patrons to pay fines/fees via their online SWAN account.

Cleaning of the building has resumed and our carpet cleaning was completed. Staff have re-entered the building and are getting used to our new procedures while coming up with new programs and ideas to keep the community engaged. Some staff are still completing work from home and have turned in 362 responses to our work from home form. Finally, the re-open task force met via Zoom and were able to go over in detail the re-opening plan through Phase 3. A second meeting will be scheduled to go through the rest of the plan. The REALM study was released and Director Van Cleve discussed the different time frames that the virus stays on materials we use at the library. Fortunately, our quarantine time is still optimal and no changes will need to be made until more information is released.

## VIII. Business

### A. Old Business

1. Carpet Cleaning- completed Saturday, May 23<sup>rd</sup>
2. Re-open task force  
Task Force meeting on June 5<sup>th</sup> went well and board members were pleased with the amount of ideas and detail coming from staff. They asked Director Van Cleve to let the staff know that they are appreciative of all the hard work they are putting in.
3. Updated Policy Review Calendar  
New Policy Review Calendar presented with updated completion dates.

The Board requested that Director Van Cleve add additional items to the Old Business section of the Agenda including: Library signage being hung by the village, Quotes for Lawn Companies, and Tentative Salary Scale be added so discussions can be started.

### B. New Business

1. Annual Fire Alarm Inspection Completed June 10, 2020.
2. Policy Review: Sections 1-2; Section 3 distributed for review at July Meeting

A motion and 2<sup>nd</sup> was made to approve Sections 1&2 of the personnel policy with the updates agreed upon. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

In discussing Section 3 and the redundancy of the sections within, Director Van Cleve suggested creating a Policy subcommittee to go over the personnel policy instead of going through every section during the board meeting. Alice Creason and MarcyJo Chachakis volunteered to be on the policy committee with Director Van Cleve. We will move discussion of Section 3 to old business until the policy committee can go through and make necessary changes.

3. Schedule Public Hearing for Budget Approval

Public Hearing Scheduled for Wednesday, July 15, 2020; 7:15pm

4. Non-Resident Library Card Fee Ordinance?

2016 is the most current ordinance that we have for this. Because Governor Pritzker signed new legislation regarding Non-Resident Library Card Fees, Attorney Ciambrone recommended we hold off on filing this until more information is known on how it will affect the library. (will be moved to old business)

IX. Trustee Information and General Announcements

President Houston brought up the annual secretary report and asked for volunteers to go over minutes for FY 19/20. Trustee Coleman volunteered to go over minutes with Secretary Nalls. Director Van Cleve will divide up the minutes and get them out to the trustees well before the August Deadline.

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

A motion and 2<sup>nd</sup> was made to go into Executive Session at 9:03pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

A motion and 2<sup>nd</sup> was made to end Executive Session at 9:27pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

A motion and 2<sup>nd</sup> was made to approve the pay increase for Director Van Cleve based on the Director Evaluation. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

XI. Adjournment:

A motion and 2<sup>nd</sup> was made to end the meeting at 9:33pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

Public Hearing scheduled for Wednesday, July 15, 2020; 7:15pm

Next Regular Board Meeting is scheduled for Wednesday, July 15, 2020; 7:30pm

Respectfully submitted,

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Warrette Coleman, Acting Board Secretary

and

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Laura Van Cleve, Library Director