

BOARD OF TRUSTEES Regular Meeting Wednesday, May 15th, 2019; 7:30pm

MINUTES

- I. Call to Order & Roll Call: 7:38pm;
Present: Warrette Colman, Kisha Houston, Gina Middleton, Alice Creason (conference call).
Also Present: Laura Van Cleve, Interim Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney;

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

- II. Remarks from the Public
NONE

III. Trustee Information and General Announcements

Alice Creason and Gina Middleton were sworn in by attorney Angelo Ciambrone.

- A. Vacant seats to be reported to State of Illinois
Director Van Cleve will email the state with our vacancies. She will also post on our website that we are seeking board members to fill our vacancies.
- B. Audit of Executive Session Minutes- more information?
The board decided to keep all executive session minutes closed for the time being. We will come up with a schedule of when to review executive minutes at future board meetings.

IV. Approval of Minutes

Regular Meeting April 17, 2019

A motion and 2nd was made to approve the regular meeting minutes of April 17th, 2019 with minor changes and added description. On a voice vote, the motion was approved.

A request was made for more detail in monthly board minutes. Director Van Cleve will begin including additional details on topics so the board can refresh their memories of previous meetings without having to dig through past meeting notes.

V. Library Project Updates

A. Roof Leak

On April 29, 2019, Sullivan Roofing came out to figure out why the roof was leaking. They found deteriorating caulk and 6 small holes that were not covered under our warranty. The work was approved and project completed in one day. The parts that were repaired have a one year warranty.

VI. Correspondence
NONE

VII. Treasurer's & Financial Reports
A. Income and Expense Reports April 17, 2019
B. Approval of Expenses: May 15, 2019
C. Other Financially Related Reports
1. Levy Edit Report signed
Director Van Cleve signed form online and submitted.

A motion and 2nd was made to approve the expenses for May 15, 2019. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, absent.

VIII. Attorney's Report
A. *CalTek TV Monitors- Court hearing: continuance pushed to April 24th, 2019*
Attorney Ciambrone announced that we received a judgement at the April 24th hearing of \$2812 + \$560 for filing costs. Ciambrone will wait til May 24th, then go for wage garnishment.

IX. Librarian's Report
-Statistics
Door count increased 1%. Continued growth in programming numbers.

X. Business

A. Old Business

1. Auditor Selection

A motion and 2nd was made to allow Karrison to be our auditor for a 3-year period of time.
Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, absent.

B. New Business

1. HR Source-proposal for Compensation Benchmark Survey

Upon inspection of the proposal, Bookkeeper Eberly explained that it seems that even with requesting their help in creating a benchmark survey, we would be doing most of the "heavy lifting". As a result, Eberly will write up what we need assistance with and see where we can go from there.

2. Budget Meeting- set time and date

Wednesday, May 22nd; 1:00pm

3. IMRF approval for Jennifer Westbrook (vote)

A motion and 2nd was made to approve Jennifer Westbrook for IMRF. On a voice vote, the motion was approved.

4. Non-Resident Agreement (vote)

The board decided on a flat fee of \$200 for non-residents to purchase a library card.

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

A motion and 2nd was made to go into executive session at 9:33pm. On a voice vote, the motion was approved.

A motion and 2nd was made to end executive session at 9:43pm. On a voice vote, the motion was approved.

XII. Adjournment: Next Regular Board Meeting is scheduled for Wednesday, June 19th, 2019; 7:30pm

A motion and 2nd was made to adjourn the board meeting at 9:44pm. On a voice vote, the motion was approved.

Respectfully submitted,

Alice Creason, Acting Board Secretary and _____
Laura Van Cleve, Library Director