

**BOARD OF TRUSTEES Regular Meeting
Wednesday, May 20th, 2020; 7:30pm**

MINUTES

I. Call to Order & Roll Call: 7:31pm

In the absence of the Board Secretary, Warrette Coleman was asked to take on the role of acting secretary. A motion and 2nd 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. Absent: Patricia Nalls

II. Remarks from the Public
NONE

III. Approval of Minutes
Regular Meeting April 15, 2020.

A motion and 2nd was made to approve the regular meeting minutes of April 15, 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
NONE

V. Treasurer’s & Financial Reports
A. Income and Expense Reports April 30, 2020
B. Approval of Expenses: May 20, 2020

A motion and 2nd was made to approve the expenses for May 20, 2020(with corrected amount for additions of Water Bill of \$77.30 and Smithereen Pest Control of \$73.00). 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. Business Interruption insurance claim denied by Utica
 2. Not eligible for reimbursement of required Families First Coronavirus Relief Act emergency pay
 3. Levy Edit report signed and submitted
 4. Draft Budget for FY 20-21 presented
- A budget meeting will be scheduled via Zoom for Tuesday, June 10, 2020 for the budget committee.

5. IMRF and LIMRiCC benefits continue

6. Holiday Pay during Pandemic

Bookkeeper Eberly was advised to continue paying staff regularly scheduled hours since there is no set schedule.

VI. Attorney's Report

A. *CalTek TV Monitors*

No New Information. Once the courts open back up, case will be re-filed.

In regards to KNB, a check was received and the case is closed.

VII. Librarian's Report

Director Van Cleve updated board on changes to trustee continuing education and meetings. We updated all means of communication to the public in regards to our pandemic closure. Carpet cleaning is scheduled for May 22nd. Director Van Cleve noted that she has been sending out regular communications to all staff and they are doing a fantastic job working from home and coming up with ideas for virtual programming and readers' advisory. Director Van Cleve stated that the majority of her time has been in coming up with a reopening plan and going to meetings discussing what other libraries are planning on doing with reopening.

VIII. Business

A. Old Business

1. Carpet Cleaning- rescheduled for May 22, 2020

2. Re-open task force

The re-open task force decided to schedule a zoom meeting to go over sections of the re-open document part by part.

B. New Business

1. Policy Review: Sections 1 & 2

Director Van Cleve was asked to touch base with other libraries and see if they have FOIA ordinance in policy. If so, section 2.5 needs to be updated with current info. Will hold off on approving sections 1&2 till we have more answers. Section 3 will be distributed at June Meeting.

IX. Trustee Information and General Announcements

A. SEI Filers due June 1st, 2020

Director Van Cleve will look to see that all Trustees have completed and contact those that haven't in order to meet the deadline of June 1st.

B. Everything Library Trustees Need to Know During COVID-19 recording:

<https://www.railslibraries.info/events/182259>

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

A motion and 2nd was made to go into Executive Session at 9:12pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

A motion and 2nd was made to end Executive Session at 9:37pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

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"

A request was made to schedule a Special Board Meeting for Monday, June 1st at 11:00am via zoom.

XI. Adjournment:

A motion and second was made to end the meeting at 9:42pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes. Absent: Patricia Nalls.

Next Special Board Meeting is scheduled for Monday, June 1st, 2020; 11:00am

Next Regular Board Meeting is scheduled for Wednesday, June 17, 2020; 7:30pm

Respectfully submitted,

Warrette Coleman, Acting Board Secretary

and

Laura Van Cleve, Library Director