

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, November 20th, 2019; 7:30pm

MINUTES

- I. Call to Order & Roll Call: 7:31pm
Board Present: Kisha Houston, Alice Creason, Warrette Coleman, MarcyJo Chachakis, Patricia Nalls.
Also Present: Laura Van Cleve, Director; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney; Absent: Gina Middleton
- II. Remarks from the Public
NONE
- III. Trustee Information and General Announcements
 - A. Swearing in of MarcyJo Chachakis, Board Trustee.
MarcyJo Chachakis was sworn in by Attorney Ciambrone.

After the swearing in of Trustee Chachakis, Warrette Coleman departed the meeting (7:40pm).
 - B. Viewing of "Library Policies" Short Takes Video at 7:15pm. Thoughts?
In regards to the list of resources available after the video, Director Van Cleve explained that the PDF handout given for each video is in fact the only resource available on the Trustee Short Takes website.
 - C. Discuss Chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION": (pg. 47-75) (PER CAPITA GRANT REQUIREMENT **DUE**)
Trustees read and reviewed Chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION". This fulfills our Per Capita Grant requirement.
- IV. Approval of Minutes
Regular Meeting October 16, 2019
Special Board Meeting November 7, 2019

A motion and 2nd was made to approve the regular meeting minutes of October 16, 2019. On a voice vote, the motion was approved.

A motion and 2nd was made to approve the special meeting minutes of November 7, 2019. On a voice vote, the motion was approved.
- V. Correspondence
NONE
- VI. Treasurer's & Financial Reports
 - A. Income and Expense Reports October 31, 2019
 - B. Approval of Expenses: November 20, 2019

A motion and 2nd was made to approve the expenses for November 20, 2019. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Patricia Nalls, yes; Gina Middleton, absent; Warrette Coleman, absent.

C. Other Financially Related Reports

1. LIMRiCC Open Enrollment: selections confirmed and signed by each eligible employee
 2. Audit - In-progress; no concerns
 3. Annual Treasurer's Report - draft distributed in board packets and ready for signature at December 2019 board meeting
- The board reviewed the draft in preparation for approval at December board meeting.

VII. Attorney's Report

A. *CalTek TV Monitors*

Mr. Ciambone informed the board that there is a citation in December on Mr. Evans for wages due to see if we will get any funds. He will know more at our next meeting. In regards to our other case, there is a hearing in January, 2020.

VIII. Librarian's Report

-Statistics

Director Van Cleve discussed continuing education, staff development, outreach, technology and building maintenance. When asked about program statistics being lower, Director Van Cleve explained that previous years had a few really big programs for October/Halloween that were too big for us to continue holding. But we still had great attendance for the month.

IX. Business

A. Old Business

1. Policy Review Calendar-*in process*

Director Van Cleve informed the board that there will be an update to policy review at our December meeting as a result of new laws going into effect January 2020.

2. Green Arbor Contract-completed

Director Van Cleve signed and emailed contract to Green Arbor and we are set for snow removal and landscape services through October 2020. Director Van Cleve will start now looking into other landscape companies and get quotes for the next landscaping season.

3. Employee Health Benefits- completed

Everything signed and completed.

4. Minimum Wage and Pay Grade adjustments - Table until modified for July 1, 2020 implementation

5. Ordinance 19-5 Levy

A motion and 2nd was made to sign the ordinance 19-5 Levy. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Patricia Nalls, yes; Gina Middleton, absent; Warrette Coleman, absent.

6. Resolution 19-4 Levy a Building Tax

A motion and 2nd was made to sign Resolution 19-4 Levy a Building Tax. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Patricia Nalls, yes; Gina Middleton, absent; Warrette Coleman, absent.

7. Resolution 19-5 Loss and Cost Factor

A motion and 2nd was made to sign Resolution 19-5 Loss and Cost Factor. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Patricia Nalls, yes; Gina Middleton, absent; Warrette Coleman, absent.

8. Resolution 19-6 Interest Income Transfer

A motion and 2nd was made to sign Resolution 19-6 Interest Income Transfer. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Patricia Nalls, yes; Gina Middleton, absent; Warrette Coleman, absent.

9. Resolution 19-3 Direct Reductions

As a result of Trustee Chachakis' resolution 19-3 to fill a vacancy, Direct Reductions resolution was changed to 19-7.

A motion and 2nd was made to sign Resolution 19-7 Direct Reductions. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Patricia Nalls, yes; Gina Middleton, absent; Warrette Coleman, absent.

B. New Business
NONE

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

XI. Adjournment:
A motion and 2nd was made to adjourn the board meeting at 8:46pm. On a voice vote, the motion was approved. Next Regular Board Meeting is scheduled for Wednesday, December 18th, 2019; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director