

**BOARD OF TRUSTEES Regular Meeting
Wednesday, October 16th, 2019; 7:30pm**

MINUTES

I. Call to Order & Roll Call: 7:30pm

Board Present: Warrette Coleman, Kisha Houston, Gina Middleton, Patricia Nalls.
Also Present: Laura Van Cleve, Director; Ashley Baltazar, Head of Technical Services;
Angelo Ciambrone, Attorney; Marcy Jo Chachakis. Absent: Alice Creason

II. Remarks from the Public
NONE

III. Approval of Minutes
Regular Meeting September 18, 2019

A motion and 2nd was made to approve the regular meeting minutes of September 18, 2019.
On a voice vote, the motion was approved.

IV. Correspondence
Village of Richton Park Beautification Committee. Blue Ribbon!
Director Van Cleve showed off the certificate and outdoor stake awarded to the library at the
September 21st luncheon.

V. Treasurer's & Financial Reports
A. Income and Expense Reports September 30, 2019
B. Approval of Expenses: October 16, 2019

A motion and 2nd was made to approve the expenses for October 16, 2019. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Patricia Nalls, yes; Alice Creason, absent.

C. Other Financially Related Reports
NONE

VI. Attorney's Report
A. *CalTek TV Monitors*
Garnishment will begin November 1st.

VII. Librarian's Report
-Statistics
Director Van Cleve discussed continuing education and grants received. Building Maintenance was also discussed as well as Annual Inspections completed.

VIII. Business

A. Old Business

1. Policy Review Calendar-*in process*

Still in process. As a result of the previous director, there is no current editable Policy. Director Van Cleve is in the process of re-typing the policy for ease of updating at a later date.

2. Green Arbor Contract

All companies contacted by Director Van Cleve either never got back to her in regards to a quote or told her that the library was out of their service area. As a result, Director Van Cleve thinks our best option would be to sign contract for snow removal only for a period of one year in order to continue researching landscaping companies for the spring.

A motion and 2nd was made to approve the signing of the Green Arbor contract for a period of one year for snow removal only. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Patricia Nalls, yes; Alice Creason, absent.

B. New Business

1. Employee Health Benefits

A motion and 2nd was made to approve the library absorbing the additional cost of health insurance for library staff for this fiscal year. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Patricia Nalls, yes; Alice Creason, absent.

2. Minimum Wage Salary Scale

A motion and 2nd was made to TABLE the approval of the Minimum Wage Salary Scale that was presented. On a voice vote, the motion was approved.

IX. Trustee Information and General Announcements

-Viewing of "Library Advocacy" Short Takes Video at 7:15pm. Thoughts?

The board requested Director Van Cleve to look into the list of resources each video says is available. Aside from the PDF handout on the website, Director Van Cleve hasn't seen the resources the video describes.

MarcyJo Chachakis -Application for Board Member

A motion and 2nd was made to appoint Marcy Jo Chachakis as a board member for the period of time til the next election in April 2021. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Patricia Nalls, yes; Alice Creason, absent. Marcy Jo Chachakis will be sworn into office at our next meeting on Wednesday, November 20th, 2019

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 8:44pm. On a voice vote, the motion was approved. Next Regular Board Meeting is scheduled for Wednesday, November 20th, 2019; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director