

**BOARD OF TRUSTEES Regular Board Meeting (Zoom Virtual)
Wednesday, September 16, 2020; 7:30pm**

MINUTES

I. Call to Order & Roll Call: 7:32pm

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

II. Remarks from the Public
NONE

III. Approval of Minutes
Regular Meeting August 19, 2020

A motion and 2nd was made to approve the Public Hearing Minutes and Regular Meeting Minutes of August 19, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IV. Correspondence
NONE

V. Treasurer’s & Financial Reports
A. Income and Expense Reports August 31, 2020
B. Approval of Expenses: September 16, 2020

A motion and 2nd was made to approve the expenses for September 16, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

C. Other Financially Related Reports

1. Audit is scheduled for Friday, August 21, 2020
Rescheduled to August 28, 2020

Audit is moving along. No issues known. Bookkeeper Eberly will keep the Board updated on progress.

2. Bookkeeper Eberly requested check signers to schedule a time to come in and sign checks.

VI. Attorney’s Report

A. *CalTek TV Monitors*

Attorney Ciambrone was unable to attend the meeting, therefore, an update was not given. Will continue to keep on agenda until completion.

VII. Librarian’s Report

-Statistics

Director Van Cleve talked about the end of Trustee Elections for April 2021, building maintenance, Re-opening plans, Policies and manuals, weeding projects, reviews completed and programming and outreach efforts.

VIII. Business

A. Old Business

1. Lawn Maintenance Contract/Quotes

The Board asked Director Van Cleve to call around for more quotes and we will revisit this topic at our October meeting.

2. Library Directional Signs

Finally completed. Can be taken off Agenda!

3. Non-Resident Library Card Fee Ordinance-TABLED

4. Investment options-vote or table

A motion and 2nd was made to renew CDs. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

5. Cybercrime policy-renew or new

More information needed. Bookkeeper Eberly will contact Dan Graham, our Versatile Computer Account Manager and see what his recommendation is for cybercrime policy. Table making decision till more information is presented at Special Board Meeting.

B. New Business

1. Payroll tax holiday (Executive order to postpone SS Tax)-opt in or opt out

A motion and 2nd was made to opt out of the Payroll Tax holiday. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IX. Trustee Information and General Announcements

Director Van Cleve asked the Board what documents they wanted for the Special Board Meeting scheduled for Monday, September 21, 2020 at 5:00pm.

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

NONE

XI. Adjournment: 9:06pm

A motion and 2nd was made to end the meeting at 9:06pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

Next Special Board Meeting is scheduled for Monday, September 21, 2020; 5:00pm via ZOOM
Next Regular Board Meeting is scheduled for Wednesday, October 21, 2020; 7:30pm via ZOOM

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director