

**BOARD OF TRUSTEES Regular Meeting
Wednesday, September 18th, 2019; 7:30pm**

MINUTES

- I. Call to Order & Roll Call: 7:30pm
In the absence of the Board Secretary, Warrette Coleman was asked to be the acting secretary.
Board Present: Warrette Colman, Kisha Houston, Gina Middleton, Alice Creason.
Also Present: Laura Van Cleve, Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney; Marcy Jo Chachakis. Absent: Patricia Nalls

- II. Remarks from the Public
NONE

- III. Approval of Minutes
Regular Meeting August 21, 2019
Public Hearing August 21, 2019

A motion and 2nd was made to approve the regular meeting minutes of August 21, 2019 and the Public Hearing dated August 21, 2019. On a voice vote, the motion was approved.

- IV. Correspondence
A. Village of Richton Park Beautification Committee. Blue Ribbon!
Director Van Cleve will be in attendance to accept the award for the library on Saturday, September 21st at 12:00pm.

- V. Treasurer’s & Financial Reports
A. Income and Expense Reports August 31, 2019
B. Approval of Expenses: September 18, 2019

A motion and 2nd was made to approve the expenses for September 18, 2019. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, absent.

C. Other Financially Related Reports

1. Adjustment to Citizen’s Bank credit card payment: credit card was paid over the phone for fear of accruing a late fee. In the future, if the board meeting is later in the month, talks of authorizing an EFT payment instead of a check.

2. Cyber Risk Policy Report: new policies with lower rates. Board asked Director Van Cleve to look into what our current IT company is doing to keep our information safe. Perhaps looking into virtual cloud servers.

VI. Attorney's Report

A. *CalTek TV Monitors*

Still waiting for funds. In regards to the KNB case, an appearance hasn't been filed with the court. There is a hearing Monday, if nobody shows up on Monday, judgement will be in favor of the library.

VII. Librarian's Report

-Statistics

Director Van Cleve discussed outreach and exciting programming. She also discussed looking into a new electrician and continuing education that staff participated in this month.

VIII. Business

A. Old Business

1. Policy Review Calendar-*in process*

Director Van Cleve found policy binder that may be helpful in creating calendar.

2. IPLAR-submitted

3. ORD 19-4: Budget & Appropriations- additional signature page needed: Estimate of Revenue

B. New Business

1. Green Arbor Contract

Our annual contract for snow removal and landscaping is due. Director Van Cleve explained that we have the ability to lock in this new rate for 3 years. The rate is higher than last years rate. The board asked Director Van Cleve to look into quotes for lower rates. The board will discuss at October board meeting and if none compare to our current rate and services, the contract will be signed.

2. Signers on bank accounts-paperwork: new signers' signatures needed.

3. Certificates of Deposit- auto-renew or withdraw

Auto-renew on CD's is 1.5%. The rate for the money market is 1.9%

A motion and 2nd was made to withdraw the 2 CD's and move to money market. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes;

4. Cyber Risk Policy Quotes

A motion and 2nd was made to accept and sign with Traveler's Insurance for a period of 1 year. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes;

IX. Trustee Information and General Announcements

-Viewing of "Board Ethics" Short Takes Video at 7:15pm. Thoughts? NONE

-MarcyJo Chachakis -Application for Board Member

Board members reviewed the application and will discuss in more detail and reach out to the candidate.

Director Van Cleve also reminded the Board of the Per Capita Grant requirements for the FY 2020. Director Van Cleve supplied the board with physical copies of the chapters needed to be reviewed as well as a PDF emailed to them. Director Van Cleve will also send an email list of webinars that are available that will fulfill Trustee Per Capita Grant requirements.

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”

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 8:55pm. On a voice vote, the motion was approved. Next Regular Board Meeting is scheduled for Wednesday, October 16th, 2019; 7:30pm

Respectfully submitted,

Warrette Coleman, Acting Board Secretary

and

Laura Van Cleve, Library Director