

BOARD OF TRUSTEES Regular Meeting Wednesday, November 14th, 2018; 7:30pm

MEETING MINUTES

I. Call to Order & Roll Call

Present: Kisha Houston, Gina Middleton, Warrette Coleman, Evelyn Green

Absent: Alice Creason, Patricia Nalls

Others Present: Laura Van Cleve, Interim Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney;

In the Absence of the Board Secretary, Evelyn Green was asked to take on the role of acting secretary. A motion and 2nd was made to have Evelyn Green as acting secretary for the meeting. On a voice vote, the motion was approved.

II. Remarks from the Public

None

III. Approval of Minutes

Regular Meeting October 17, 2018

Motion and 2nd made to approve the minutes with minor changes. On a voice vote, the motion was approved.

IV. Library Project Updates

A. Village Issues: 2-Directional Signs-*Contacted Mr. Wegrzyn at Public Works, after some back and forth, Mr. Wegrzyn found the directional signs. He will place at Wal-mart and 1 other location (pending). Due to upcoming holidays, they are a bit backed up. Mike will let me know when they are up.*

B. Sun Ray Heating did their fall maintenance-no issues currently.

V. Correspondence -None

VI. Treasurer's & Financial Reports

A. Income and Expense Reports

October 2018

B. Approval of Expenses:

November 14, 2018

C. Other Financially Related Reports

1. Audit – distribute

2. State of IL Comptroller requirement - Annual Financial Report uploaded 10/19/18

3. MSRB EMMA requirement - Audit uploaded 11/7/18

A motion and 2nd was made to approve the expenses for November 14, 2018. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Evelyn Green, yes.

VII. Attorney's Report

A. *CalTek TV Monitors*

Angelo Ciambrone, Attorney, will be filing with the 6th Municipal District (Markham Courthouse) either before Thanksgiving or the Monday after (11/26/18) for the amount of \$2,812.28; the cost of funds lost and filing fees.

VIII. Librarian's Report

-Statistics

Board requested Laura Van Cleve to look into replacing the spotlights outside and contacting an electrician.

IX. Business

A. Old Business

1. Personnel Policy Review; Leave- Implementation
2. Budget & Appropriations and Estimate of Revenue (Treasurer's Certificate) uploaded to Cook County website 10/19/18
3. Credit card update for Department Head - Adult Services
4. HR Source membership 10/18/18 and initial meeting 11/7/18
5. LIMRiCC Open Enrollment in process and will be complete by 11/16/18

B. New Business

1. Sign final Annual Treasurer's Report (FY 17-18)
2. Sign Resolution 18-2 to transfer surplus funds from General Fund to Building Equipment and Maintenance Fund to eliminate deficit

A motion and 2nd was made to approve the signing of Resolution 18-2. . Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Evelyn Green, yes.

3. Sign final Levy Ordinance 18-5 to request tax revenue in the amount of less than 5% above the 2017 tax extension

A motion and 2nd was made to approve the signing of Final Levy Ordinance 18-5. . Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Evelyn Green, yes.

4. Sign Resolution 18-3 to direct the allocation of reductions of the 2018 tax extension

5. Approval of Board Meeting Dates for 2019

Motion and 2nd made to approve the Board Meeting Dates for 2019. On a voice vote, the motion was approved.

6. CleanNet USA Cleaning Service

A motion and 2nd was made to contract with CleanNet USA for 5 days a week cleaning starting January 2019. Roll Call: Kisha Houston, yes; Gina Middleton, yes; Warrette Coleman, yes; Evelyn Green, yes.

X. Trustee Information and General Announcements

First date to file certificates of nomination and nomination papers for the Library Board of Trustees with local election officials is 12/10/18. Last day to file is 12/17/18.

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

A motion was made by Evelyn Green and 2nd by Kisha Houston to go into executive session at 9:02pm. On a voice vote, the motion was approved.

A motion was made by Evelyn Green and 2nd by Kisha Houston to end executive session at 9:20pm. On a voice vote, the motion was approved.

XII. Adjournment: Next Regular Board Meeting is scheduled for Wednesday, December 19, 2018; 7:30pm

A motion and 2nd was made to adjourn the board meeting at 9:21pm. On a voice vote, the motion was approved.

Respectfully submitted,

Evelyn Green, Acting Secretary and _____
Laura Van Cleve, Interim Library Director