

BOARD OF TRUSTEES REGULAR BOARD MEETING MINUTES

WEDNESDAY, AUGUST 15, 2018

7:30PM

I. CALL TO ORDER:

The Board of Trustees of the Richton Park Public Library District met in a regular session on Wednesday, August 29, 2018 in the library's meeting room. President Coleman called the meeting to order at 7:39pm.

ROLL CALL:

Members Present: Warrette Coleman; Gina Middleton; Kisha Houston; Alice Creason; Dr. Leslie Best.

Members Absent: Patricia Nalls.

Also Present: Laura Van Cleve, Head of Youth and Teen Services; Angelo Ciambone, Attorney; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper.

A motion was made and seconded to appoint Trustee Creason as acting Secretary. On a voice vote, the motion was approved.

II. REMARKS FROM THE PUBLIC:

None.

III. APPROVAL OF MINUTES: Special Meeting of Thursday, August 9, 2018: Approval of the minutes from the Special Meeting of Thursday, August 9, 2018 was TABLED. Regular Meeting of July 18, 2018: Approval of the minutes from the Regular Meeting of July 18, 2018 was TABLED.

IV. LIBRARY PROJECTS UPDATES:

A. Village Issues: Two Directional Signs-*pending*

B. Inside Projects:

C. Outside Projects: Outside Building Lights-*researching ComEd Light Grant*

D. Technology Updates: TV Installations-*researching TV costs; Vending Machine-*researching**

V. CORRESPONDENCE:

The Board was provided information regarding the following correspondence:

A. Village of Richton Park: Fall Fest (Sat, Sept 8th, 11am-8pm)

B. Friends of the Richton Park Library: 5th Annual Friends Fall Fest Booksale & Showcase (Sat, Sept 29th, 10am-2pm)

VI. TREASURER'S AND FINANCIAL REPORTS:

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"

A. Income and Expense Reports: July 30, 2018: Bookkeeper Eberly presented the July 31, 2018 Fiscal Year-to-Date Financial Report to the Board with a total General Fund Revenue of \$608,475.34 and total General Fund Expenditures of \$66,915.99.

B. Approval of Expenses: August 15, 2018: Bookkeeper Eberly noted a correction in the Accounts Payable for August 15, 2018. A motion was made and seconded to pay the corrected Expenditures for Corporate Expenses for August 15, 2018 in the amount of \$22,301.91 and July 2018 payroll in the amount of \$52,068.57. On a Roll Call Vote: Ayes: Houston, Middleton, Best, Creason, and Coleman. Nays: None. Motion approved.

C. Other Financially Related Reports:

- **Per Capita Grant:** The Per Capita Grant in the amount of \$17,057.50 was received.
- **IPLAR:** The Illinois Public Library Annual Report is being prepared. Trustee Houston and President Coleman are auditing the board minutes.
- **Safety Deposit Box:** Bookkeeper Eberly reported that the First Midwest branch in Matteson is closing and the safety deposit box needs to be emptied by October 2, 2018. The Board can make a decision about where to move at the next regular meeting. It will be added to the September agenda.

VII. ATTORNEY'S REPORT: (CalTek TV Monitors deposit check issue)

Attorney Ciambrone did not have any new updates on the CalTek TV Monitors deposit check issue. It is a work-in-progress.

VIII. LIBRARY DIRECTOR'S REPORT:

The Library Director's Report was TABLED.

IX. BUSINESS:

A. Old Business:

- 1. Completed Business:** The ORD 18-4 B&A Public Hearing notice was cancelled and a motion was made and seconded to submit the notice for the Regular Meeting of September 19, 2018. On a voice vote, the motion was approved.
- 2. Intergovernmental Cooperative Agreement for Educator Library Cards:** A motion was made and seconded to TABLE the Intergovernmental Cooperative Agreement for Educator Library Cards. On a voice vote, the motion was approved.
- 3. Maintenance Proposal:** A motion was made and seconded to TABLE the Outside Building Lights \$3,000 Capital Project. On a voice vote, the motion was approved.
- 4. Per Capita Requirements FY2019 (by Aug 15th):**
The Board confirmed they had reviewed chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION." The Board confirmed that they had completed at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. The Board confirmed that they had familiarized themselves with services provided by the Illinois Veterans' History Project.

B. New Business:

1. FY18-19 Tentative Budget-Draft Review: A draft of the FY18-19 Budget was presented to the Board for review and discussion. The budget committee will meet before the September 19, 2018 Regular Meeting to review.

2. Personnel Policy Review (Section 8 of 11): Benefits: Leaves: A motion was made and seconded to TABLE the Personnel Policy Review (Section 8 of 11) Benefits: Leaves. On a voice vote, the motion was approved.

X. TRUSTEE INFORMATION & GENERAL ANNOUNCEMENTS:

A. Trustee Development, Reports & Comments

1. Trustee Comments: None.
2. Quarterly Book Purchase Orders (due Sept 1st)
3. ILA 2018 Trustee Day in Peoria (Thurs, Oct 11th, 9am-4pm)

B. General Announcements

1. Library Closings: In-Service Day (Fri, Aug 24th); Labor Day (Mon, Sept 3rd)
2. Other Announcements: None.

XI. EXECUTIVE SESSION 5ILSC120/2(c)(1) Personnel:

A motion was made and seconded to go into an Executive Session for "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity." On a voice vote, the motion was approved.

The Board went into Executive Session at 9:57pm.

A motion was made and seconded to adjourn from the Executive Session. On a voice vote, the motion was approved to adjourn from the Executive Session at 11:00pm.

XII. ADJOURNMENT:

There being no further business before the Board, President Coleman asked for a motion to adjourn. A motion was made and seconded to adjourn the meeting. On a voice vote, the motion to adjourn the meeting was approved at 11:01pm.

President Coleman adjourned the meeting at 11:01pm.

Respectfully submitted,

Alice Creason, Acting Board Secretary