

## **BOARD OF TRUSTEES Regular Meeting Wednesday, October 17, 2018; 7:30pm**

### Minutes

- I. Call to Order & Roll Call  
Call Meeting to order at 7:30pm  
Present: Kisha Houston, Gina Middleton, Patricia Nalls, Warrette Coleman,  
Absent: Alice Creason  
Others Present: Laura Van Cleve, Interim Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Angelo Ciambrone, Attorney; Evelyn Green; Ted Slowik, Southtown Star
  
- II. Remarks from the Public  
None
  
- III. Approval of Minutes  
Regular Meeting September 19, 2018  
Public Hearing October 3, 2018  
Motion by Kisha Houston to approve the minutes with minor changes. Motion seconded by Gina Middleton. On a voice vote, the motion was approved.
  
- IX. Evelyn Green Appointment moved up on agenda. All in Favor of Evelyn Green being appointed this evening to the library board. Roll Call: Kisha Houston, yes; Warrette Coleman, Yes; Gina Middleton, yes; Patricia Nalls, yes. Evelyn Green was sworn in by Angelo Ciambrone, Attorney.
  
- IV. Library Project Updates
  - A. Village Issues: 2-Directional Signs-*Contacted Mr. Wegrzyn at Public Works, within 3 weeks, he should have one placed by Walmart.* Laura Van Cleve will contact Mr. Wegrzyn to confirm that we will be receiving this sign at no cost as public works was supposed to already have had 2 signs for posting.
  
- V. Correspondence  
Veterans Day Parade- At this time, the library does not have the staff to accommodate participating in the parade. The Friends of the Library have 2 members that are willing to participate.  
Red Tail Squadron Traveling Exhibit- Sponsorship available if board members want to personally sponsor the event. Pamphlets were provided for board members.
  
- VI. Treasurer's & Financial Reports
  - A. Income and Expense Reports September 2018

B. Approval of Expenses: October 17, 2018

A motion was made by Kisha Houston to approve the expenses for October 17, 2018. 2<sup>nd</sup> by Evelyn Green.

Roll Call: Kisha Houston, yes; Warrette Coleman, Yes; Gina Middleton, yes; Patricia Nalls, yes; Evelyn Green, yes.

C. Other Financially Related Reports

1. Audited Fund Balance Report: Bookkeeper Susan Eberly received our audit and our numbers are very similar to what the auditors stated.

2. Annual Treasurer's Report- sign at November 14 board meeting: All the numbers are completed for last year.

3. Request for written directive of personnel and payroll-related items

4. Levy Draft to be signed next month

VII. Attorney's Report

A. *CalTek TV Monitors Attorney Ciambrone is in progress.*

VIII. Librarian's Report

IX. Business

A. Old Business

1. Completed: Safety Deposit box closed and new one opened; IMRF Authorized Agent Appointed; CD's opened 9/25/18

2. Personnel Policy Review; Leave- Implementation: until the entire policy is completed, we will hold off on implementing.

3. Credit Card for Karissa Davison: card not received yet: Warrette emailed. We will have to call and report that it was lost or stolen.

4. Interim Director Wage-signature needed

B. New Business

1. Evelyn Green Appointment-moved up to beginning of board meeting.

2. Health Insurance Renewal: An additional \$11 a month per employee for an additional \$924 a year. The benefits coverage will be approved annually by the board.

A motion was made by Gina Middleton to adopt the increase of \$11 a month per employee for health insurance. 2<sup>nd</sup> by Kisha Houston. Roll Call: Kisha Houston, yes; Warrette Coleman, Yes; Gina Middleton, yes; Patricia Nalls, yes; Evelyn Green, yes.

3. CleanNet USA Cleaning Service-Tabled

4. Budget and Appropriations Ordinance:

Motion to approve Budget and Appropriations by Evelyn Green, 2<sup>nd</sup> by Kisha Houston. Roll Call: Kisha Houston, yes; Warrette Coleman, Yes; Gina Middleton, yes; Patricia Nalls, yes; Evelyn Green, yes.

5. Annual Treasurer's Certificate

6. Recommendation to join HR Source: recommendation initial consultation for free. Every library is using it and rave about it.

A motion was made to approve joining HR Source by Gina Middleton; 2<sup>nd</sup> by Evelyn Green. Roll Call: Kisha Houston, yes; Warrette Coleman, Yes; Gina Middleton, yes; Patricia Nalls, yes; Evelyn Green, yes.

X. Trustee Information and General Announcements

Warrette Coleman requested that Laura Van Cleve get flowers for Trustee Alice Creason

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

A motion was made by Gina Middleton and 2<sup>nd</sup> by Evelyn Green to go into executive session at 8:56PM. On a voice vote, the motion was approved.

A motion was made by Gina Middleton and 2<sup>nd</sup> by Evelyn Green to end executive session at 9:40pm. On a voice vote, the motion was approved.

XII. Adjournment:

It was suggested we post on our website that we are in need of Board Members. Laura Van Cleve will look into that.

A motion was made by Gina Middleton and 2<sup>nd</sup> by Evelyn Green to adjourn the board meeting at 9:42pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for  
Wednesday, November 14th, 2018; 7:30pm

Respectfully submitted,

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Patricia Nalls, Board Secretary      and      \_\_\_\_\_  
Laura Van Cleve, Interim Library Director