

**BOARD OF TRUSTEES Regular Board Meeting
Wednesday, August 18, 2021; 7:30pm**

MINUTES

I. Call to Order & Roll Call: 7:39pm

Roll Call:

Present: Kisha Houston, Warrette Coleman, Alice Creason, MarcyJo Chachakis, Karen A. Buford.

Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper.

Absent: Gina Middleton

II. Remarks from the Public

NONE

III. Approval of Minutes

Regular Meeting June 16, 2021

July Meeting Cancelled. NO MINUTES

A motion and 2nd was made to approve the Regular Meeting Minutes of June 16, 2021 as written. On a voice vote, the motion was approved.

IV. Correspondence

NONE

V. Treasurer's & Financial Reports

A. Income and Expense Reports June 30, 2021; July 31, 2021

B. Approval of Expenses: June 30, 2021; July 21, 2021; August 18, 2021

A motion and 2nd was made to approve the expenses for June 30, 2021; July 21, 2021; August 18, 2021. Roll Call: Kisha Houston, yes; Warrette Coleman, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Karen A. Buford, yes; Gina Middleton, absent.

C. Other Financially Related Reports

1. ORD 21-4 B&A FY 21-22 Tentative Form

Discussion was had about current tentative budget.

2. IPLAR Board Signatures

3. CDs maturing-vote next meeting on renewal or closing

4. Auditor Engagement Letter
Letter was signed by President Houston.

VI. Attorney's Report

A. *CalTek TV Monitors*

Board Discussion needed. Do you want to keep pursuing collecting this judgement?

Director Van Cleve will contact Attorney Ciambone to see about getting paperwork regarding this judgement and a run down on what is left to do. Director Van Cleve will then contact Attorney Smith and ask him how much it would take to finish this collection.

VII. Librarian's Report

-Statistics

Presentation: Fine Free Proposal

Director Van Cleve discussed building and maintenance issues, technology updates, new hires, program updates and the general comings and goings of the library. Director Van Cleve also discussed Grants applied for and Pandemic updates.

Director Van Cleve made a presentation to propose adopting a new fine free policy for the library. With the change in policy, the Richton Park Public Library District would no longer collect fines on overdue items. After the presentation, questions were answered and trustees were eager to vote on the proposed changes to Section "C4: Circulation" of the Patron Services Policy.

VIII. Business

A. Old Business

1. Personnel Policy- TABLED. Waiting on Section 5

2. Landscaping Quotes-TABLED, still no quotes

Director Van Cleve has called and emailed and left messages with many companies and not heard back from them. Trustees forwarded recommendations from around the community to contact. Director Van Cleve will continue to call these new contacts until she has quotes to present.

B. New Business

1. Fine Free Policy Approval of "Section C4" of Patron Services Policy

A motion and 2nd was made to approve Section C4 of the Patron Services Policy. In order to have the start date of September 1st, the policy is adopted as written. Director Van Cleve will present additional revisions as discussed at the next board meeting.

Roll Call: Kisha Houston, yes; Warrette Coleman, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Karen A. Buford, yes; Gina Middleton, absent.

2. Managed IT Quotes

Ashley Baltazar, Head of Technical Services, presented the quotes she received from multiple vendors. The recommendation of ImageTec was given. After some discussion, a motion and 2nd was made to sign the contract with ImageTec.

Roll Call: Kisha Houston, yes; Warrette Coleman, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Karen A. Buford, yes; Gina Middleton, absent.

IX. Trustee Information and General Announcements

Trustee Creason mentioned the upcoming ILA Conference Oct 12-14 in Peoria. Director Van Cleve will forward more information to the Board.

X. Executive Session:5 ILCS 120/2 (c)(1): Personnel
NONE

XI. Adjournment:

A motion and 2nd was made to end the meeting at 10:00pm. On a voice vote, the motion was approved.

Public Hearing for Budget and Appropriations Ordinance is Wednesday, September 15; 7:15pm
Next Regular Board Meeting is scheduled for Wednesday, September 15, 2021; 7:30pm

Respectfully submitted,

Warrette Coleman, Board Secretary

and

Laura Van Cleve, Library Director