

BOARD OF TRUSTEES Regular Board Meeting Wednesday, January 20, 2021; 7:30pm

MINUTES

I. Call to Order & Roll Call: 7:31pm

Present: Kisha Houston, Warrette Coleman, MarcyJo Chachakis, Gina Middleton, Alice Creason, Patricia Nalls. Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper; Angelo Ciabrone, Attorney

II. Remarks from the Public NONE

III. Approval of Minutes Regular Meeting December 16, 2020

A motion and 2nd was made to approve the Regular Meeting Minutes of December 16, 2020. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IV. Correspondence NONE

V. Treasurer's & Financial Reports

A. Income and Expense Reports	December 31, 2020
B. Approval of Expenses:	January 20, 2021

A motion and 2nd was made to approve the expenses for January 20, 2021. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

C. Other Financially Related Reports

1. Audit progress

Talked with auditor three times. He is almost finished.

2. COLA-related increases or wage base adjustments Implemented January 1, 2021.

3. 1099's- Form NEC

4. W-2's- printed for review then hopefully mailed to us

5. Other: 1095's- will distribute when received.

VI. Attorney's Report

A. *CalTek TV Monitors*

Still pending, Courts are behind

VII. Librarian's Report

-Statistics

Director Van Cleve discussed building issues, personnel updates, program updates and the general comings and goings of the library. Our CARES Grant Funds are still pending.

Ashley Baltazar presented a "Website Re-Design Proposal". In the proposal, she presented 3 vendors we received quotes from: CyberOptik, Library Market, and Weblinx. Based on cost, ease of use, security, and staying updated, Ashley explained the best vendor for us would be Weblinx.

VIII. Business

A. Old Business

1. Cyber Crime Policy: Quote

Table and wait to get more information about LIRA.

B. New Business

1. New Website Proposal

Based on the report that was presented and a review of the quotes, a motion and 2nd was made to accept the quote from Weblinx. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

IX. Trustee Information and General Announcements

SEI Filers completed. Starting in February, be on the lookout for information on completing your Statement of Economic Interest.

Trustees were given a "Library of Trustee Orientation" Table of Contents Draft as a jumping off point to an eventual Trustee Orientation Manual. This is based on the newly revised Serving Our Public: 4.0 standards. Trustees were also given a checklist of items where trustees were specifically mentioned in throughout the chapters of Serving our Public: 4.0.

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

XI. Adjournment:

A motion and 2nd was made to end the board meeting at 8:56pm. Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Gina Middleton, yes; Warrette Coleman, yes; Alice Creason, yes; Patricia Nalls, yes.

Next Regular Board Meeting is scheduled for Wednesday, February 17, 2021; 7:30pm

Respectfully submitted,

Patricia Nalls, Board Secretary

and

Laura Van Cleve, Library Director