

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

**MINUTES**

I. Call to Order & Roll Call: 7:33pm

Roll Call:

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

Present via video call: Karen A. Buford (7:38pm)

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

Absent: Gina Middleton

II. Remarks from the Public

Milfred Moore introduced himself.

III. Approval of Minutes

Public Hearing September 15

Regular Meeting September 15

Special Board Meeting October 13

A motion and 2<sup>nd</sup> was made to approve the Minutes of Public Hearing September 15, Regular Meeting September 15, and Special Board Meeting October 13, with corrections. On a voice vote, the motion was approved.

IV. Correspondence

NONE

V. Treasurer's & Financial Reports

A. Income and Expense Reports                      September 30, 2021

B. Approval of Expenses:                                      October 20, 2021

A motion and 2<sup>nd</sup> was made to approve the expenses for October 20, 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

Director Van Cleve noted that Auditor stated that everything will be completed by filing deadline.

VI. Attorney's Report

The Board requested Director Van Cleve go through minutes to compile a list of dates and times for closed sessions.

VII. Librarian's Report

-Statistics

Director Van Cleve discussed building and maintenance issues, technology updates, program updates, new volunteers, and the general comings and goings of the library. Director Van Cleve will ask Youth Services about School Outreach progress.

Due to technical difficulties, Karen A. Buford left the meeting.

VIII. Business

A. Old Business

1. Landscaping Quotes

A motion and 2<sup>nd</sup> was made to choose Countryway Maintenance as our new Landscape and Snow Removal Company. Roll Call: Kisha Houston, yes; Warrette Coleman, yes; Alice Creason, yes; MarcyJo Chachakis, yes. Karen A. Buford, absent; Gina Middleton, absent.

2. Salary Adjustments

A discussion was had. A motion and 2<sup>nd</sup> was made to approve COLA & All Wage Base Adjustments. Roll Call: Kisha Houston, yes; Warrette Coleman, yes; Alice Creason, yes; MarcyJo Chachakis, yes. Karen A. Buford, absent; Gina Middleton, absent.

B. New Business

1. Personnel Policy Section 6

A motion and 2<sup>nd</sup> was made to approve the revised Section 6 Personnel Policy with corrections. On a voice vote, the motion was approved

IX. Trustee Information and General Announcements

Trustee Creason shared information on RAILS strategic planning process. She encourages everyone to attend a "RAILS Town Hall" meeting.

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

XI. Adjournment:

A motion and 2<sup>nd</sup> was made to end the meeting at 9:24pm. On a voice vote, the motion was approved.

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

Respectfully submitted,

\_\_\_\_\_  
Warrette Coleman, Board Secretary

and

\_\_\_\_\_  
Laura Van Cleve, Library Director