

**BOARD OF TRUSTEES Regular Board Meeting  
Wednesday, September 15, 2021; 7:30pm**

**MINUTES**

I. Call to Order & Roll Call: 7:30pm

Roll Call:

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

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

Absent: Karen A. Buford

II. Remarks from the Public  
NONE

III. Approval of Minutes  
Regular Meeting August 18, 2021

A motion and 2<sup>nd</sup> was made to approve the Regular Meeting Minutes of August 18, 2021 as written. On a voice vote, the motion was approved.

IV. Correspondence  
NONE

V. Treasurer’s & Financial Reports  
A. Income and Expense Reports August 31, 2021  
B. Approval of Expenses: September 15, 2021

A motion and 2<sup>nd</sup> was made to approve the expenses for September 15, 2021.

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

C. Other Financially Related Reports

Bookkeeper Eberly had no written report, but shared that IPLAR was filed on time, the audit is scheduled for September 16<sup>th</sup> and renewal interest rates for CD’s needed for board discussion later.

VI. Attorney’s Report  
A. *CalTek TV Monitors*  
Board Discussion needed. Do you want to keep pursuing collecting this judgement?

Director Van Cleve shared information from current attorney with the board with options including what next steps would be in continuing to pursue collecting the judgement from CalTek. A discussion was had, and the Board decided against continuing to pursue the judgment.

VII. Librarian's Report  
-Statistics

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 Patron Conduct, monthly meetings, grant monies awarded and community connections made this past month. Trustee Chachakis noted our statistics are starting to trend upwards, which is great to see.

VIII. Business

A. Old Business

1. Personnel Policy- TABLED. Section 5

A motion and 2<sup>nd</sup> was made to approved the revised Section 5 Personnel Policy with corrections. On a voice vote, the motion was approved.

2. Landscaping Quotes

Due to not getting expected quotes in time for the meeting, TABLED. We will have a special board meeting once the final quotes are received.

B. New Business

1. CD- Renew or Liquidate

A discussion was had A motion and 2<sup>nd</sup> was made to Renew CD's for a year and a day.

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

2. B&A Ordinance 21-4

A motion and 2<sup>nd</sup> was made to approve Ordinance 21-4: Ordinance Providing for Budget and Appropriations of Richton park Public Library District, Cook County, Illinois for the Fiscal Year beginning July 1, 2021, and ending June 30, 2022.

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

3. Circulation Policy C4 update

A motion and 2<sup>nd</sup> was made to approve the revision to Circulation Policy C4 as written. On a voice vote, the motion was approved.

IX. Trustee Information and General Announcements

After hearing some discussions about closed session minutes from area directors, Director Van Cleve brought up some questions she had concerning closed session minutes. The board advised Director Van Cleve to contact the library attorney with these questions and see what the consensus is.

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 9:43pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, October 20, 2021; 7:30pm

Respectfully submitted,

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Warrette Coleman, Board Secretary

and

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Laura Van Cleve, Library Director