
**BOARD OF TRUSTEES Regular Board Meeting
Wednesday, January 19, 2022; 7:30pm (VIRTUAL)**

MINUTES

I. Call to Order & Roll Call: 7:37pm

Roll Call:

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

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

II. Remarks from the Public

Dijimon Smith and Martin Perez introduced themselves. They are excited to learn more about what the library does for the community by becoming more involved with the Library.

III. Approval of Minutes

Regular Meeting December 15

-A motion and 2nd was made to approve the Minutes of Regular Meeting December 15.

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

Executive Session Minutes

A motion and 2nd was made to approve the Executive Session Minutes for dates:

January 7 2012 January 18 2012

February 15 2012 May 16 2012

June 20 2012 July 18 2012

October 3 2012 March 27 2013

December 18 2013.

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

IV. Correspondence

-SD 162 Art Display 2022 is a go! Ms. Foster will let us know when the art teachers are ready to hang the artwork around the library.

V. Treasurer's & Financial Reports

A. Income and Expense Reports December 31, 2021

B. Approval of Expenses: January 19, 2022

-A motion and 2nd was made to approve the expenses for January 19, 2022.

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

C. Other Financially Related Reports

1. Audit

Audit is complete.

2. Tax Forms

All Tax forms were sent out to staff and vendors.

3. ACA Notices-Filing completed and notices distributed.

VI. Attorney's Report

NONE

VII. Librarian's Report

-Statistics

Director Van Cleve discussed COVID building updates, technology updates, department updates, program and newsletter updates, and the general comings and goings of the library.

VIII. Business

A. Old Business

B. New Business

1. Personnel Policy Section 9

A motion and 2nd was made to approved updates to Section 9 of the Personnel Policy.

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

2. Public Posting 2022 Meeting Dates

A motion and 2nd was made to approve the Meeting Dates for 2022.

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

3. Annual Exempt Affidavit- Cook County Assessor's Office-Signature Needed

4. Utica Insurance- Proxy Signature

Roll call to confirm signing/ Roll Call: Kisha Houston, yes; Warrette Coleman, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Karen A. Buford, yes. Gina Middleton, yes.

5. Meristem Engagement Letter

A motion and 2nd was made to approve working with Meristem on Potential Bond Refinance.

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

IX. Trustee Information and General Announcements

ILA Legislative Meet ups February 4th 10:00am Zoom

X. Executive Session: 5 ILCS 120/2 (c)():

A motion and 2nd was made to go into Executive Session at 9:09pm

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

A motion and 2nd was made to end Executive Session at 9:41pm

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

XI. Adjournment:

A motion and 2nd was made to adjourn the meeting at 9:44pm.

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

Next Regular Board Meeting is scheduled for Wednesday, February 16th, 2022; 7:30pm

Respectfully submitted,

Warrette Coleman, Board Secretary

and

Laura Van Cleve, Library Director