
BOARD OF TRUSTEES Regular Board Meeting Wednesday, July 20, 2022; 7:30pm

MINUTES

I. Call to Order & Roll Call: 7:35pm

Roll Call:

Present: Kisha Houston, Alice Creason, Martin Perez, Djimon Smith, MarcyJo Chachakis, Warrette Coleman

Absent: Karen A. Buford

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

II. Remarks from the Public

NONE

III. Approval of Minutes

Regular Meeting June 22 2022

Executive Session Minutes

08/29/18, 09/19/18, 11/14/18, 02/20/19, 03/20/19, 04/17/19, 05/15/19, 06/19/19, 08/21/19, 05/20/20, 06/01/20, 06/17/20, 01/19/22

A motion was made by Warrette Coleman, 2nd by Martin Perez, to approve the Minutes of Regular Meeting June 22, 2022 with corrections. On a voice vote, the motion was approved.

A motion was made by Alice Creason, 2nd by Djimon Smith, to approve the Executive Session Minutes dated: 08/29/18, 09/19/18, 11/14/18, 02/20/19, 03/20/19, 04/17/19, 05/15/19, 06/19/19, 08/21/19, 05/20/20, 06/01/20, 06/17/20, and 01/19/22, with corrections. On a voice vote, the motion was approved.

IV. Correspondence

Community Center reached out to ask if they could use our Parking lot for overflow parking on Friday, July 22. Director Van Cleve told them yes.

HOA Picnic: Village is asking for donations to raffle. Director Van Cleve will make a basket.

V. Treasurer's & Financial Reports

A. Income and Expense Reports June 30, 2022

B. Approval of Expenses: June 30, 2022; July 20, 2022

A motion was made by Alice Creason, 2nd by Warrette Coleman, to approve the expenses of June 30, 2022 and July 20, 2022.

Roll Call: Kisha Houston, yes; Alice Creason, yes; Martin Perez, yes; Djimon Smith, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Karen A. Buford, absent. Motion approved.

C. Other Financially Related Reports

1. Delayed property tax article
2. Tentative Budget Update
Still just tentative. Will be filed by September.

VI. Attorney's Report

Update sent. Waiting on information from County. Director will stay in contact.

VII. Librarian's Report

-Statistics

Director Van Cleve discussed building updates, technology updates, incident reports, department updates, marketing updates, and the general comings and goings of the library. Summer Reading is all hands on deck and programs are getting more attendance.

VIII. Business

A. Old Business

1. Personnel Policy Section 11

A motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to approve revisions to Section 11 of the Personnel Policy. On a voice vote, the motion was approved.

2. IGA ATLAS

A motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to sign the Intergovernmental Agreement for Library Staff Education & Training between ATLAS and Richton Park Public Library District. On a voice vote, the motion was approved.

3. IGA Illinois Libraries Present

A motion was made by Djimon Smith, 2nd by Alice Creason, to sign the Illinois Libraries Present: Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services.

Roll Call: Kisha Houston, yes; Alice Creason, yes; Martin Perez, yes; Djimon Smith, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Karen A. Buford, absent. Motion approved.

4. Ordinance No. 22-2: 2022 Annual Ordinance Authorizing Public Library Non-Resident Cards

A motion was made by MarcyJo Chachakis, 2nd by Martin Perez, to pass Ordinance No. 22-2: 2022 Annual Ordinance Authorizing Public Library Non-Resident Cards.

Roll Call: Kisha Houston, yes; Alice Creason, yes; Martin Perez, yes; Djimon Smith, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Karen A. Buford, absent. Motion approved.

B. New Business

1. Notary Public Policy

A motion was made by Djimon Smith, 2nd by Warrette Coleman, to approve the Notary Public Policy created for the Patron Services Manual. On a voice vote, the motion was approved.

IX. Trustee Information and General Announcements

NONE

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

XI. Adjournment:

A motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to adjourn the meeting at 8:51pm.
On a voice vote, the motion was approved.

Public Hearing is scheduled for Wednesday, August 17th, 2022; 7:30pm
Regular Board Meeting to directly follow.

Respectfully submitted,

Warrette Coleman, Board Secretary

and

Laura Van Cleve, Library Director