

**BOARD OF TRUSTEES Regular Board Meeting  
Wednesday, February 15, 2023; 7:30pm**

**MINUTES**

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

Roll Call:

Present: Kisha Houston, Alice Creason, Martin Perez, Warrette Coleman.

Absent: Djimon Smith, Karen A. Buford, MarcyJo Chachakis.

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 January 18, 2023

A motion was made by Warrette Coleman, 2<sup>nd</sup> by Alice Creason, to approve the minutes of Regular Meeting January 18, 2023 with corrections. On a voice vote, the motion was approved.

IV. Correspondence

NONE

V. Treasurer’s & Financial Reports

A. Income and Expense Reports January 31, 2023

B. Approval of Expenses: February 15, 2023

A motion was made by Warrette Coleman, 2<sup>nd</sup> by Alice Creason, to approve the expenses of February 15, 2023.

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

C. Other Financially Related Reports

1. Tax Forms distributed to recipients and filed with IRS: W2's, 1099-NEC's, 1095-B's  
Medicare notices sent and filings completed: Creditable Coverage, CMS  
Complete.

VI. Attorney’s Report

NONE

VII. Librarian’s Report

-Statistics

Director Van Cleve gave updates on staffing, building projects, technology, patron incidents, trustee and professional development opportunities, and outreach.

VIII. Business

A. Old Business

1. Tax Codes/Annexation TABLED
2. Strategic Plan- TABLED

B. New Business

1. Semi-annual motion to “approve and release” or “approve to continue to keep closed,” minutes from Executive Sessions per the Open Meetings Act.

A motion was made by Warrette Coleman, 2<sup>nd</sup> by Alice Creason to approve to continue to keep closed, minutes from Executive Sessions per the Open Meetings Act.

Roll Call: Kisha Houston, yes; Alice Creason, yes; Warrette Coleman, yes; Martin Perez, yes; Djimon Smith, absent; Karen A. Buford, absent; MarcyJo Chachakis, absent. Motion 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, 2<sup>nd</sup> by Warrette Coleman, to adjourn the meeting at 8:17 pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, March 15, 2023; 7:30pm

Respectfully submitted,

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Warrette Coleman, Board Secretary

and

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Laura Van Cleve, Library Director