

**BOARD OF TRUSTEES Regular Board Meeting
Wednesday, May 17, 2023; 7:30pm**

MINUTES

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

Roll Call:

Present: Alice Creason, Warrette Coleman, Djimon Smith, MarcyJo Chachakis.

Absent: Kisha Houston (arrived 7:46pm), Martin Perez, 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. Filling of Vacancy/Oaths of Office

A. Resolution 23-01: Filling Vacancy of Term Expiring April, 2025

A motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to approve Resolution 23-01: Filling Vacancy of Term Expiring April, 2025

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

B. Oaths of Office

Newly appointed Trustee Warrette Coleman was sworn into office by Notary Ashley Baltazar.
Newly elected Trustee Djimon Smith was sworn into office by Notary Ashley Baltazar.

Newly elected Trustee Kisha Houston was sworn into office by Notary Ashley Baltazar.
(7:46pm)

C. Nomination and Election of Officers **(7:48pm)**

President: A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to nominate and elect Kisha Houston as Board President. On a voice vote, the motion was approved.

Vice President: A motion was made by Kisha Houston, 2nd by MarcyJo Chachakis, to nominate and elect Alice Creason as Board Vice President. On a voice vote, the motion was approved.

Secretary: A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to nominate and elect Djimon Smith as Board Secretary. On a voice vote, the motion was approved.

Treasurer: A motion was made by Kisha Houston, 2nd by Djimon Smith, to nominate and elect MarcyJo Chachakis as Board Treasurer. On a voice vote, the motion was approved.

IV. Approval of Minutes

Regular Meeting April 19, 2023

-A motion was made by Warrette Coleman, 2nd by Djimon Smith, to approve the minutes of Regular Meeting April 19, 2023 as written. On a voice vote, the motion was approved.

V. Correspondence

Director Van Cleve shared additional cards received in memory of long time Richton Park resident Ken Keller, Rich Township sponsorship packet, and Senior Center Newsletters

VI. Treasurer's & Financial Reports

A. Income and Expense Reports April 30, 2023

B. Approval of Expenses: May 17, 2023

-A motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to approve the expenses of May 17, 2023.

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

C. Other Financially Related Reports

NONE

(Kisha Houston arrived 7:46pm. Completed oath of office and then nomination and election of officers before moving on with Attorney's report).

VII. Attorney's Report

Email sent 5/13/23.

-Report given.

VIII. Librarian's Report

Statistics

-Director Van Cleve gave updates on staffing, building projects, programming, trustee and professional development opportunities, and outreach.

IX. Business

A. Old Business

1. Tax Codes/Annexation TABLED

-A motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to move forward with the annexation of tax code 32132, by ordinance, starting with contacting a surveyor for an estimate.

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

2. Strategic Plan
-Updates given. Staff Survey results shared.

B. New Business

1. Patron Service Policy Section C Review

-A motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to approve Patron Service Policy Section C review. On a voice vote, the motion was approved.

2. Facility Assessment Proposal

-A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to move forward with Dewberry Architects Inc. on our Facility Assessment.

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

X. Trustee Information and General Announcements

Secretary Review volunteers needed.

-Warrette Coleman and MarcyJo Chachakis volunteered for Secretary Review.

-Djimon Smith shared an invitation to School District 162's end of year Band Concert.

-Library Board scheduled Special Meeting for Wednesday, May 31, 2023; 7:00pm to discuss Library Director Annual Evaluation.

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

XII. Adjournment:

-A motion was made by Alice Creason, 2nd by Warrette Coleman, to adjourn the meeting at 8:44pm. On a voice vote, the motion was approved.

Next Special Board Meeting is scheduled for Wednesday, May 31, 2023; 7:00pm

Next Regular Board Meeting is scheduled for Wednesday, June 21, 2023; 7:30pm

Next Decennial Committee Meeting is scheduled for Wednesday, July 19, 2023; 7:00pm

Respectfully submitted,

Warrette Coleman, Board Secretary

and

Laura Van Cleve, Library Director