

**BOARD OF TRUSTEES Regular Board Meeting**  
**Wednesday, June 21, 2023; 7:30pm**

**MINUTES**

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

Roll Call:

Present: Kisha Houston, Alice Creason, Warrette Coleman, Djimon Smith.

Absent: MarcyJo Chachakis.

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

II. Remarks from the Public

NONE

III. Approval of Minutes

Regular Meeting May 17, 2023

-A motion was made by Warrette Coleman, 2<sup>nd</sup> by Djimon Smith, to approve the minutes of Regular Meeting May 17, 2023 with corrections. On a voice vote, the motion was approved.

Special Board Meeting May 31, 2023

-A motion was made by Warrette Coleman, 2<sup>nd</sup> by Djimon Smith, to approve the minutes of Special Board Meeting May 31, 2023 as written. On a voice vote, the motion was approved.

Executive Session Minutes: January 21, 2015; February 19, 2015; March 18, 2015; April 15, 2015; May 20, 2015; April 20, 2016; May 18, 2016; June 15, 2016; February 15, 2017; March 15, 2017; April 19, 2017; May 17, 2017; July 27, 2017.

-A motion was made by Warrette Coleman, 2<sup>nd</sup> by Alice Creason, to approve and keep closed the executive session minutes for January 21, 2015; February 19, 2015; March 18, 2015; April 15, 2015; May 20, 2015; April 20, 2016; May 18, 2016; June 15, 2016; February 15, 2017; March 15, 2017; April 19, 2017; May 17, 2017; July 27, 2017 as written. On a voice vote, the motion was approved.

IV. Correspondence

Director Van Cleve shared additional cards received in memory of long time Richton Park resident Ken Keller, Franciscan Baby Shower Flyer, and Per Capita Grant Letter.

V. Treasurer's & Financial Reports

A. Income and Expense Reports May 31, 2023

B. Approval of Expenses: June 21, 2023; July 1, 2023

-A motion was made by Alice Creason, 2<sup>nd</sup> by Djimon Smith, to approve the expenses of June 21, 2023 and July 1, 2023.

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

C. Other Financially Related Reports  
NONE

VI. Attorney's Report  
-update on Non-Resident Card Ordinance

VII. Librarian's Report  
Statistics  
-Director Van Cleve gave updates on staffing, building projects, summer reading, programming, grant awards, and outreach.

VIII. Business

A. Old Business

1. Tax Codes/Annexation  
-update given.

2. Strategic Plan  
-update given.

3. Facility Assessment  
-update given.

B. New Business

1. Patron Service Policy Section D review-TABLE

2. Approve credit card for Head of Youth Services, Danielle Taylor

A motion was made by Alice Creason, 2<sup>nd</sup> by Warrette Coleman, to approve credit card for Head of Youth Services, Danielle Taylor.

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

3. Ordinance 23-2: 2023 Annual Ordinance Authorizing Public Library Non-Resident Cards

A motion was made by Warrette Coleman, 2<sup>nd</sup> by Alice Creason, to pass Ordinance 23-2: 2023 Annual Ordinance Authorizing Public Library Non-Resident Cards

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

4. Succession Plan

A motion was made by Warrette Coleman, 2<sup>nd</sup> by Djimon Smith to adopt the Succession Plan. On a voice vote, the motion was approved.

5. Tentative Budget FY 23-24  
-tentative budget given.

IX. Trustee Information and General Announcements

Trustee Houston shared that she enjoyed herself at the LACONI Trustee Banquet in Oak Park in May.

X. Executive Session: 5 ILCS 120/2 (c)(1)

Per Public Act 5 ILCS 120/2 (c)(1) “The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including hearing testimony on a complaint lodged against an employee or against legal counsel to determine its validity”, a motion was made by Warrette Coleman, 2<sup>nd</sup> by Djimon Smith, to go into closed session at 8:46pm. On a voice vote, the motion was approved.

A motion was made by Warrette Coleman, 2<sup>nd</sup> by Djimon Smith, to come out of closed session at 9:06 pm. On a voice vote, the motion was approved.

XI. Adjournment:

-A motion was made by Warrette Coleman, 2<sup>nd</sup> by Djimon Smith, to adjourn the meeting at 9:07pm. On a voice vote, the motion was approved.

Next Decennial Committee Meeting is scheduled for Wednesday, July 19, 2023; 7:00pm  
Next Regular Board Meeting is scheduled for Wednesday, July 19, 2023; 7:30pm

Respectfully submitted,

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Djimon Smith, Board Secretary

and

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Laura Van Cleve, Library Director