BOARD OF TRUSTEES Regular Board Meeting
Wednesday, September 20, 2023; 7:30pm
<u>MINUTES</u>

I. Call to Order & Roll Call
    Roll Call: 7:32pm
    Present: Alice Creason, Warrette Coleman, Djimon Smith, MarcyJo Chachakis, Kisha Houston.
    Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services;
    Susan Eberly, Bookkeeper; Dan Eallonardo, Independent Construction Services.

II. Remarks from the Public
    NONE

III. Special Guest Speaker: Independent Construction Services. RPPLD Facility Assessment

    - Dan Eallonardo gave a highlight overview of RPPLD Facility Assessment and upcoming work
      needed on parking lot.

IV. Approval of Minutes
    Regular Meeting July 19, 2023. August meeting cancelled NO MINUTES

    - A motion was made by Alice Creason, 2nd by Warrette Coleman, to approve the minutes of
      Regular Meeting July 19, 2023 with corrections. On a voice vote, the motion was approved.

V. Correspondence
    NONE

VI. Treasurer's & Financial Reports
    A. Income and Expense Reports   July 31, 2023; August 31, 2023
    B. Approval of Expenses: August 16, 2023; September 20, 2023

    - A motion was made by MarcyJo Chachakis, 2nd by Alice Creason, to approve the expenses of
    August 16, 2023 and September 20, 2023.
    Roll Call: MarcyJo Chachakis, yes; Alice Creason, yes; Warrette Coleman, yes; Djimon Smith, yes;
    Kisha Houston, yes. Motion approved.

    C. Other Financially Related Reports
       1. Audit September 12
       2. IPLAR complete
       3. Health Benefits
       - Health Insurance rates are increasing more than 10%, resulting in a board vote to update 2024
       Health Benefits.

VII.   Attorney's Report
        NONE

VIII.   Librarian's Report
        - Statistics
        - Director Van Cleve gave updates on staffing, building projects, programming, grant awards, and outreach. Director Van Cleve will work on upcoming policy areas due for review and creating a draft spending policy.

IX.   Business
        A. Old Business
            1. Tax Codes/Annexation
                -   Received quote from surveyor to pursue 2 areas of contiguous land totaling 5 pins. Waiting to hear back regarding paperwork.

            2. Strategic Plan
                -   Pre-Draft shared with trustees. While simple, good for a first plan. Looking forward to ongoing implementation steps.

            3. Facility Assessment
                -   A motion was made by Warrette Coleman, 2nd by Djimon Smith, to move forward in getting proposals for new parking lot bid package.
                    Roll Call: MarcyJo Chachakis, yes; Alice Creason, yes; Warrette Coleman, yes; Djimon Smith, yes; Kisha Houston, yes. Motion approved.

        B. New Business
            1. Patron Services Policy Section E update
                -   A motion was made by MarcyJo Chachakis, 2nd by Alice Creason, to approve Patron Service Policy Section E proposed updates with noted corrections. On a voice vote, the motion was approved.
                    Roll Call: MarcyJo Chachakis, yes; Alice Creason, yes; Warrette Coleman, yes; Djimon Smith, yes; Kisha Houston, yes. Motion approved.

            2. Ordinance 23-4: Ordinance Providing for Budget and Appropriations of Richton Park Public Library District
                -   A motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to approve "Ordinance 23-4: Ordinance Providing For Budget and Appropriations of Richton Park Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1,2023, and Ending June 30, 2024".
                    Roll Call: MarcyJo Chachakis, yes; Alice Creason, yes; Warrette Coleman, yes; Djimon Smith, yes; Kisha Houston, yes. Motion approved.

            3. Resolution 23-03 "Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Richton Park Public Library District"
                -   A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to approved Resolution 23-03: "Resolution Approving the Destruction of Certain Closed Session Meeting Recordings of the Board of Library Trustees of the Richton Park Public Library District"

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

4. Health Benefits Proposal
   - A motion was made by Warrette Coleman, 2nd by Djimon Smith, to approve the increase of 11% for Health benefits, and continue to pay 100% for the lowest priced employee plan ($755.35 to $837.01 per month)
   Roll Call: MarcyJo Chachakis, yes; Alice Creason, yes; Warrette Coleman, yes; Djimon Smith, yes; Kisha Houston, yes. Motion approved.

5. Public Fax replacement approval
   - A motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to move forward with purchasing of a TBS EZ Scan and Fax station with Credit Card Tower and enter into an agreement for fax and credit card services for public faxing station.
   Roll Call: MarcyJo Chachakis, yes; Alice Creason, yes; Warrette Coleman, yes; Djimon Smith, yes; Kisha Houston, yes. Motion approved.

X. Trustee Information and General Announcements
   - Director Van Cleve will update the public posting area of the library website.

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

   - A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to go into Executive session for the appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel, including heading testimony on a complaint lodged against an employee or against legal counsel to determine its validity at 9:45pm. On a voice vote, the motion was approved.

   - A motion was made by Alice Creason to end Executive session at 10:44pm. On a voice vote, the motion was approved.

XII. Adjournment:

   - A motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to adjourn the meeting at 10:45pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, October 18, 2023; 7:30pm

Respectfully submitted,

_____   _____
Djimon Smith, Board Secretary   and   Laura Van Cleve, Library Director