

**BOARD OF TRUSTEES Regular Board Meeting  
Wednesday, October 18, 2023; 7:30pm**

**MINUTES**

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.

II. Remarks from the Public  
NONE

III. Approval of Minutes  
Public Hearing September 20, 2023  
Regular Board Meeting September 20, 2023

-A motion was made by Alice Creason, 2<sup>nd</sup> by MarcyJo Chachakis, to approve the minutes of Public Hearing September 20, 2023 as written, and Regular Meeting September 20, 2023 with corrections. On a voice vote, the motion was approved.

Executive session minutes September 20, 2023

-A motion was made to TABLE. On a voice vote, the motion approved.

IV. Correspondence  
NONE

V. Treasurer’s & Financial Reports  
A. Income and Expense Reports                      September 30, 2023  
B. Approval of Expenses:                              October 18, 2023

-A motion was made by Alice Creason, 2<sup>nd</sup> by MarcyJo Chachakis, to approve the expenses of October 18, 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 Update

-Bookkeeper Eberly explained there is an update regarding documentation of contracts. She is working on getting the information to the auditor. Everything is going well.

VI. Attorney's Report  
NONE

VII. Librarian's Report  
- Statistics  
- Director Van Cleve gave updates on staffing, building projects, programming, outreach, and Friends of the Library.

VIII. Business

A. Old Business

1. Strategic Plan

-Director Van Cleve shared she worked with Sarah Keister Armstrong to create worksheet to collect ideas from staff. Will work with staff to get ideas, then send to Sarah for next steps.

B. New Business

1. Patron Services Policy Section F update

-A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Alice Creason, to approve Patron Service Policy Section F proposed updates with noted corrections.

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

2. Patron Services Policy Section G update

-A motion was made by Warrette Coleman, 2<sup>nd</sup> by Djimon Smith, to approve Patron Service Policy Section G proposed updates with noted corrections.

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

3. Purchasing and Authority to Spend Policy

-A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Alice Creason to approve the "Purchasing and Authority to Spend Policy".

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

4. Credit Card Limit Increase

-A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Djimon Smith, to approve the Credit Limit Increase proposed.

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

5. 2024 Wage Base Proposal

-A motion was made to TABLE. On a voice vote, the motion approved.

6. Ordinance 23-1: Ordinance Annexing Certain Territories to the Richton Park Public Library District

-A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Warrette Coleman, to approve "Ordinance 23-1: Ordinance Annexing Certain Territories to 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.

7. Parking Lot Sitework Proposals

-A motion was made to TABLE. On a voice vote, the motion approved. Director Van Cleve will request additional information from Independent Construction Services.

8. Network Upgrade quotes

-A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Alice Creason, to approve the Imagetec quote for \$3183.95.

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

9. Ballots to approve or disapprove changes to LIMRiCC IGA

-A motion was made by Alice Creason, 2<sup>nd</sup> by Warrette Coleman, to approve the changes to the LIMRiCC IGA.

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

IX. Trustee Information and General Announcements

-An upcoming Legislative Meet-up is happening December 6<sup>th</sup> in Alsip. If any Trustees would like to attend, let Director Van Cleve know by November 23<sup>rd</sup>.

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

-A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Warrette Coleman, 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 9:36pm. On a voice vote, the motion was approved.

-A motion was made by Warrette Coleman, 2<sup>nd</sup> by MarcyJo Chachakis, to end Executive session at 9:53pm. On a voice vote, the motion was approved.

XI. Adjournment:

-A motion was made by Warrette Coleman, 2<sup>nd</sup> by Alice Creason to adjourn the meeting at 9:57pm. On a voice vote, the motion was approved.

Next Decennial Committee Meeting is scheduled for Wednesday, November 15, 2023; 7:00pm  
Next Regular Board Meeting is scheduled for Wednesday, November 15, 2023; 7:30pm

Respectfully submitted,

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Djimon Smith, Board Secretary

and

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Laura Van Cleve, Library Director