

**BOARD OF TRUSTEES Board Meeting
Wednesday, February 21st, 2024; 7:30pm**

MINUTES

I. Call to Order & Roll Call

Roll Call: 7:32pm

Present: Kisha Houston, Alice Creason, MarcyJo Chachakis, Djimon Smith, Warrette Coleman.
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 Board Meeting January 17, 2024

-A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to approve the minutes of Regular Board Meeting January 17, 2024 as written. On a voice vote, the motion was approved.

IV. Correspondence

Friends of Post 311

-Director Van Cleve shared new organization and fundraising events, created to help VFW Post 311

V. Treasurer's & Financial Reports

A. Income and Expense Reports January 31, 2024

B. Approval of Expenses: February 21, 2024

-A motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to approve the expenses of February 21, 2024.

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

C. Other Financially Related Reports

1. Annual Treasurer's Report uploaded to Cook County website

2. Annual Exempt Affidavit uploaded to Cook County website

3. W2's filed with IRS and distributed to employees

4. 1099-NEC' filed with IRS and distributed to independent contractors

5. 1095-B's filed with IRS and distributed to full-time staff with health benefits

6. Creditable Coverage Disclosure filed with CMS and distributed to full-time staff with health benefits

7. New credit card option update

-Old National explained security measures for account and decreased overall credit limit from \$50,000 to \$20,000.

VI. Attorney's Report
NONE

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

VIII. Business

A. Old Business

1. Strategic Plan-approve final draft
-a motion was made by Warrette Coleman, 2nd by Alice Creason, to approve the Final Draft of the Strategic Plan.

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

2. Parking Lot Update
-Director Van Cleve received first set of drawings, awaiting conversation with Dan for explanation. Still tentatively planning for March bid.

3. Landscaping 2024
-a motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to approve the 2-year contract with Countryway Maintenance that includes one Mulch installment.

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

4. New Credit Card option approval
-a motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to approve the opening of a new card account through Old National Bank with a \$20,000 credit limit, whereas staff with credit card access will be given the limits set forth in our credit card policy, and new security features will be turned on to track spending.

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

B. New Business

1. Motion to "approve and release" or "approve and keep closed", Executive Session minutes
-a motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to approve and release all previously closed executive session minutes as listed on Exhibit C.

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

2. Personnel Policy Section 1 & 2 review
-a motion was made by Alice Creason, 2nd by Warrette Coleman, to approve the changes to Sections 1 & 2 of the personnel policy as written.

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

3. Emergency Plan approval
-a motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to approve the Staff Emergency Plan, with additional evacuation maps to be included.

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

IX. Trustee Information and General Announcements

-Trustee Flyer and updated application shared.

-Djimon Smith invited everyone to Crete Monee High School Black Excellence in Education Concert February 28th 6:00pm.

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

XI. Adjournment: 8:47pm

-A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to adjourn the meeting at 8:47pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, March 20th, 2024; 7:30pm

Respectfully submitted,

Djimon Smith, Board Secretary

and

Laura Van Cleve, Library Director