
**BOARD OF TRUSTEES Board Meeting
Wednesday, June 26th, 2024; 7:30pm**

MINUTES

I. Call to Order & Roll Call

Roll Call: 7:30pm

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; Erica Zachary, resident.

II. Remarks from the Public

NONE

III. Approval of Minutes

Regular Board Meeting April 17 2024;

Special Board Meeting June 12, 2024

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

-A motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to approve the minutes of Special Board Meeting June 12, 2024 with corrections. On a voice vote, the motion was approved.

IV. Correspondence

-Flyer new trustee training portal: www.iLEADTrustee.org

-Per Capita Award Letter

V. Treasurer's & Financial Reports

A. Income and Expense Reports April 30, 2024; May 31, 2024

B. Approval of Expenses: May 15, 2024; June 26, 2024; July 1, 2024

-A motion was made by Alice Creason, 2nd by MarcyJo Chachakis, to approve the expenses of May 15, 2024.

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

-A motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to approve the expenses of June 26, 2024 and July 1, 2024.

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

C. Other Financially Related Reports

1. PIN to plat and annex

-Additional area to annex by Ordinance.

2. ORD 24-2 B&A FY 24-25 Tentative Form

-Finance committee met. We received all information needed to create an effective budget for the upcoming fiscal year.

3. Bank Accounts Balances and Recommended Transfer

-Recommendation to transfer funds to take advantage of interest rates.

4. Transfer fund authorization (verbal report)

-discussed authorizing a fund transfer instead of taking a check to the bank each month.

VI. Attorney's Report
NONE

VII. Librarian's Report

- Statistics

- Director Van Cleve gave updates on maintenance issues, building projects, programming, outreach, professional development, incident reports, Friends happenings, and anniversary event updates.

VIII. Business

A. Old Business

1. Parking Lot Update

-Director Van Cleve gave update on Parking Lot project. No progress since approval was sent over June 13th after Special Board meeting on the 12th. Waiting for Construction company to get contract, Director Van Cleve requested a permit fee waiver from the village that was approved.

B. New Business

1. Ordinance 24-1: 2024 Annual Ordinance Authorizing Public Library Non-Resident Cards

-A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to approve Ordinance 24-1: 2024 Annual Ordinance Authorizing Public Library Non-Resident Cards
Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Djimon Smith, yes; Warrette Coleman, yes. Motion approved.

2. Section 4 & 5 policy review

-A motion was made by Alice Creason, 2nd by Warrette Colman, to approve the changes as presented to sections 4 and 5 of the personnel policy.
Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Djimon Smith, yes; Warrette Coleman, yes. Motion approved.

3. Section 6 policy review

-Reviewed, no changes.

4. Surveyor quote- PIN Plat

-A motion was made by Alice Creason, 2nd by Djimon Smith, to approve surveyor quote to move forward with PIN Plat annexation.

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

5. Recommendation to transfer funds

-A motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to approve the recommendation to transfer \$300,000 from our Old National account to IL Funds account. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Djimon Smith, yes; Warrette Coleman, yes. Motion approved.

6. Transfer Fund Authorization

-A motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to authorize an Electronic Funds Transfer (EFT) for the monthly approved accounts payable. Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Djimon Smith, yes; Warrette Coleman, yes. Motion approved.

7. Website Widget quote (ADA compliance)

-A motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to approve quote for AccessiBe widget from Weblinx for ADA compliance on our website (\$490 plus one time set up fee). Roll Call: Kisha Houston, yes; Alice Creason, yes; MarcyJo Chachakis, yes; Djimon Smith, yes; Warrette Coleman, yes. Motion approved.

IX. Trustee Information and General Announcements

Trustee Creason shared that she is done with her RAILS board term, and will sticking around to help on the Advocacy committee and transitioning of new Board members.

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

-a motion was made by Warrette Coleman, 2nd by Alice Creason, to go into executive session at 8:52pm. On a voice vote, the motion was approved.

-a motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to end executive session at 9:05pm. On a voice vote, the motion was approved.

XI. Adjournment: 9:09pm

-A motion was made by Warrette Coleman, 2nd by Alice Creason, to adjourn the meeting at 9:09pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, July 17th, 2024; 7:30pm

**Director Van Cleve will ask the community center if they will have space for us to have our meeting in case we are closed for parking lot project.

Respectfully submitted,

Djimon Smith, Board Secretary

and

Laura Van Cleve, Library Director