

**BOARD OF TRUSTEES Regular Board Meeting  
Wednesday, November 20, 2024; 7:30pm**

**MINUTES**

In the absence of the Board Secretary, Warrette Coleman was asked to take on the role of acting secretary.

I. Call to Order & Roll Call

Roll Call: 7:36pm

Present: Kisha Houston, MarcyJo Chachakis, Warrette Coleman, Thomas Morgan.

Absent: Djimon Smith

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

II. Remarks from the Public

NONE

III. Approval of Minutes

Regular Board Meeting October 16, 2024

- A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Warrette Coleman, to approve the minutes of Regular Board Meeting October 16, 2024 as written. On a voice vote, the motion was approved.

IV. Correspondence

Trail of Treats Thank you letter; 50<sup>th</sup> Anniversary Proclamation

V. Treasurer's & Financial Reports

A. Income and Expense Reports                      October 31, 2024

B. Approval of Expenses:                                November 20, 2024

- A motion was made by Warrette Coleman, 2<sup>nd</sup> by Thomas Morgan, to approve the expenses of November 20, 2024.

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

C. Other Financially Related Reports

1. Audit Update

-Director Van Cleve updated that we should receive a copy of the audit any day now, and it is almost complete.

VI. Attorney's Report

-NONE

VII. Librarian's Report

-Statistics; Parking Lot Report

Director Van Cleve gave updates on maintenance issues, building projects, programming, outreach, professional development, and incident reports regarding incidents after school.

VIII. Business

A. Old Business

1. Meeting Room AV & Paging System-TABLED  
- No action

B. New Business

1. Section 10 Personnel Policy Review  
-no action
2. ORD 24-4: Ordinance Levying and Assessing Property Tax for Richton Park Public Library District, Cook County, Illinois; with Truth in Taxation  
  
-a motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Thomas Morgan, to approve Ordinance 24-4: Ordinance Levying and Assessing Property Tax for Richton Park Public Library District, Cook County, Illinois; with Truth in Taxation.  
  
Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Thomas Morgan, yes. Djimon Smith, absent. Motion approved.
3. Resolution 24-4 Declaring the Intent to Levy a Building Tax  
  
-a motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Thomas Morgan, to approve Resolution 24-4 Declaring the Intent to Levy a Building Tax.  
  
Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Thomas Morgan, yes. Djimon Smith, absent. Motion approved.
4. Resolution 24-5 Providing Direction to the Cook County Clerk Under the Property Tax Extension Limitation Law Regarding the Tax Levy of the District for the Year 2024  
  
-a motion was made by Warrette Coleman, 2<sup>nd</sup> by Thomas Morgan, to approve Resolution 24-5 Providing Direction to the Cook County Clerk Under the Property Tax Extension Limitation Law Regarding the Tax Levy of the District for the Year 2024.  
  
Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Thomas Morgan, yes. Djimon Smith, absent. Motion approved.
5. Resolution 24-6 of the Board of Library Trustees of the Richton Park Public Library District, Cook County, Illinois, to Issue Certificate Under Section 190.7 of PTELL for 2024 Levy  
  
-a motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Warrette Coleman, to approve Resolution 24-6 of the Board of Library Trustees of the Richton Park Public Library District, Cook County, Illinois, to Issue Certificate Under Section 190.7 of PTELL for 2024 Levy.

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

6. 2025 Wage Base Scale Approval

-a motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Thomas Morgan, to approve the proposed 2025 Wage Base Scale.

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

IX. Trustee Information and General Announcements

Per Capita Grant Requirements: Serving Our Public 4.0 discussion for December

-checklist was handed out to trustees and Director Van Cleve will send email with checklist and Standards to be read by December board meeting.

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

XI. Adjournment: 8:22pm

-A motion was made by MarcyJo Chachakis, 2<sup>nd</sup> by Warrette Coleman, to adjourn the meeting at 8:22pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, December 18, 2024; 7:30pm.

Respectfully submitted,

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Warrette Coleman,  
Acting Board Secretary

and

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Laura Van Cleve,  
Library Director