Richton Park Public Library District
22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org
"Enriching the Lives of the Community Through a Good Library Experience"

BOARD OF TRUSTEES Regular Board Meeting
Wednesday, June 18th, 2025; 7:30pm

MINUTES

I. Call to Order & Roll Call
Roll Call: 7:30pm
Present: Kisha Houston, Djimon Smith, Thomas Morgan, Warrette Coleman, MarcyJo Chachakis.
Absent: Erika Zachery.
Also Present: Laura Van Cleve, Library Director; Susan Eberly, Bookkeeper; Ashley Baltazar, Head of Technical Services; Sanovia Reynolds-Parks; Milfred Moore; LaMaudia Bentley.

II. Remarks from the Public
NONE

III. Approval of Minutes
Regular Board Meeting May 21, 2025
- A motion was made by Thomas Morgan, 2nd by Djimon Smith, to approve the minutes of Regular Board Meeting June 18, 2025 with corrections. On a voice vote, the motion was approved.

Special Board Meeting June 11, 2025
- A motion was made by Warrette Coleman, 2nd by Djimon Smith, to approve the minutes of Special Board Meeting June 11, 2025 as written. On a voice vote, the motion was approved.

Executive Session Minutes June 11, 2025 (open/close)
- A motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to approve and keep closed Executive Session Minutes June 11, 2025

IV. Correspondence-Thank you Richton Square School
-Letter and photos from end of year family picnic at Richton Square School.

V. Treasurer's & Financial Reports
A. Income and Expense Reports May 31, 2025
B. Approval of Expenses: June 18, 2025; July 1, 2025

- A motion was made by MarcyJo Chachakis, 2nd by Thomas Morgan, to approve the expenses of June 18, 2025 and July 1, 2025.

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

C. Other Financially Related Reports
1. Audit Engagement Letter, signature needed
-verbal report given
2. Liability Insurance – Renewal
-verbal report given

VI. Attorney's Report
NONE

VII. Librarian's Report
-Statistics
Director Van Cleve spoke about building updates, outreach events, committee recruitments (SWAN Board, anniversary village committee), incident reports, and upcoming programs.

VIII. Business
A. Old Business
1. IDR Business Tax Application
- A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to decline completing Indiana Business Tax Application.

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

B. New Business
1. Motion to fill Trustee Vacancy
- A motion was made by Kisha Houston, 2nd by MarcyJo Chachakis, to nominate Sanovia Reynolds- Parks to fill Trustee Vacancy.

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

2. Ordinance 25-01: 2025 Annual Ordinance Authorizing Public Library Non-Resident Cards
- A motion was made by Djimon Smith, 2nd by Thomas Morgan, to approve Ordinance 25-01: 2025 Annual Ordinance Authorizing Public Library Non-Resident Cards.

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

IX. Trustee Information and General Announcements
Director Evaluation Due June
Nomination and Election of Officers
-A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to nominate Kisha Houston for Board President. On a voice vote, the motion was approved.

-A motion was made by Kisha Houston, 2nd by Thomas Morgan, to nominate Warrette Coleman for Vice President. On a voice vote, the motion was approved.

-A motion was made by MarcyJo Chachakis, 2nd by Thomas Morgan, to nominate Djimon Smith for Secretary. On a voice vote, the motion was approved.

-A motion was made by Djimon Smith, 2nd Warrette Coleman, to nominate MarcyJo Chachakis for Treasurer. On a voice vote, the motion was approved.

X. Executive Session: 5 ILCS 120/2 (c)(1)
-A motion was made by Djimon Smith, 2nd by MarcyJo Chachakis, to go into executive session at 8:24pm. On a voice vote, the motion was approved.

-A motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to end executive session at 8:38pm. On a voice vote, the motion was approved.

XI. Adjournment: 8:52pm
-A motion was made by Thomas Morgan, 2nd by MarcyJo Chachakis, to adjourn the meeting at 8:52pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, July 16, 2025; 7:30pm.

Respectfully submitted,

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