

Chicago Heights Public Library

Regular Board Minutes

April 28, 2020 Via Zoom

Due to Covid-19, the Governor of the state of Illinois has determined that public bodies may meet via electronic format during the pandemic, to allow for conduct the business of the public body. All other Open Meetings Act rules apply during that time.

Roll Call: Meeting called to order at 6:01 pm

Members Present: Aldana, Baikauskas, Bennett (@ 6:26pm), Cifelli, Gomez, Paicely, Perez, Propst, Sanders (@ 6:31pm)

Also Present: Director Nichols-Brown, Mayor David Gonzalez, Attorney Trotter. There were also 3 members of the public present on the Zoom call.

Board Officer Nominations:

Trustee Baikauskas made a motion and nominated Trustee Paicely for the office of Board President. Trustee Cifelli seconded the motion. Upon a voice call, all members voted yes. Motion carried.

Trustee Paicely made a motion and nominated Trustee Baikauskas for the office of Board Vice President. Trustee Gomez seconded the motion. Upon a voice call, all members voted yes. Motioned carried.

Trustee Paicely made a motion and nominated Trustee Cifelli for the office of Board Secretary. Trustee Baikauskas seconded the motion. Upon a voice call, all members voted yes. Motion carried.

Public Comments:

There were none.

Approval of Minutes

This item was tabled due to the Board not having any minutes from the March 24, 2020 Board Meeting to approve.

Financial Reports:

Several Trustees had questions about the financial reports. It was requested that we obtain information about an independent forensic audit of the library's finances. The

board directed Director Nichols-Brown to obtain quotes to be presented at the May Board meeting for review.

The Board instructed the Director to no longer have independent contractors in the building. It was directed that they should not be paid after the April 28th Board Meeting. There were questions about specific invoices, as well as why the spending limit of \$2,500 set for the director was bypassed on several invoices without Board approval or knowledge. The Board then asked to go through the A/P list vendor by vendor to approve certain checks. However, before doing this the Mayor asked the Director if the checks had already been mailed, and she confirmed that they had been sent already. After hearing this, the Board did not go through the list vendor by vendor and instead Trustee Gomez made a motion to approve the financials and A/P list as presented. Trustee Perez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Unfinished business:

Library Policy Compliance – the board requested a copy of job descriptions for CHPL staff as well as copies of policies and procedures. Several of the Board Trustees have never seen these and it was requested these be sent to all Trustees. This item was then tabled until we had the requested documentation.

Approval of Staff Deficit/Reinstatement Proposal: Trustee Gomez made a motion to deny this reinstatement proposal due to not having enough information, as well as the Library currently being closed. Trustee Cifelli seconded the motion. After a roll call, where all trustees voted in favor of denying the request, motion carried.

Adoption of Board By-Laws: the board requested a copy of the current by-laws as well as the proposed by-laws. Several of the Board Trustees have never seen these and it was requested these be sent to all Trustees. This item was then tabled until we had the requested documentation.

Committee Appointments: Until the by-laws are presented to the Trustees, this motion was tabled to ensure that the Trustees understood the role of each committee. It was asked that the Trustees reach out to the Board President to express interest in the committees they would like to be appointed to, after they had received the by-laws detailing the committees.

Trustee Information and General Announcements:

Director Nichols-Brown said she would forward anything to us that included new opportunities for continuing education.

Trustee Sanders reminded everyone about completing their Statement of Economic Interest for the Library before the May 1, 2020 deadline.

Executive Session:

Trustee Cifelli made a motion to enter Executive Session due to 5ILCS 120/2(c)(1). Trustee Bennett seconded the motion. Upon a voice call, the Trustees entered Executive Session at 6:52 pm.

Trustee Gomez made a motion to re-enter Open Session. Trustee Sanders seconded the motion. Upon a voice call, the Trustees re-entered Open Session at 7:50 pm.

Adjournment:

Trustee Gomez made a motion to adjourn the Chicago Heights Public Library Board Meeting. Trustee Baikauskas seconded the motion. The regular meeting of the Chicago Heights Public Library Board of Trustees was adjourned at 8:10 pm.

Approved by Board of Trustees: June 23, 2020

Attest: _____