

Chicago Heights Public Library

Regular Board Minutes

March 24, 2020

*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.*

*These minutes have been transcribed from the board members present at the meeting, to the best of their recollection, as no copy has been provided to the board at the April or May 2020 board meeting by the former director, Ms. Nichols-Brown.*

**Roll Call: Meeting was called to order**

Members Present: Baikauskas, Bennett, Cifelli, Gomez, Paicely, Perez, Wilcox

Also Present: Attorney Stead

**Approval of Minutes:**

The minutes from the Regular November 26, 2019 meeting were approved.

The minutes from the Special March 18, 2020 meeting were approved.

**Library Director's Report:**

Director Nichols-Brown made the Board aware of a memo from Del Galdo Law Group regarding the Families First Coronavirus Response Act. She also made the Board aware that all programs were canceled due to COVID-19 for the ongoing future.

**Financial Reports:**

Trustees Gomez, Cifelli, Baikauskas, Paicely and Perez asked about the ongoing payments of contractors during the closure of the library. The Board President said this item could not be discussed as it wasn't listed on the agenda. However, the above mentioned trustees did make a recommendation to Director Nichols-Brown to cease all payment to all independent contractors beginning April 1<sup>st</sup>, as they would not be needed in the library during its closure.

A motion was made to approve the March 24, 2020 AP Bill Run in the amount of \$44,306.83. It was again asked of the Director to provide more supportive information (i.e. invoices, itemized billing statements, etc.) along with the bills run to help explain the various charges found on each month's AP report.

**Unfinished Business:**

Library Policy Compliance was tabled pending review by the library's attorney.

**New Business**

A motion was made to adopt Ordinance No. 20-1: Board Meeting Dates for 2020.

The Approval of Staff Deficit/Reinstatement Proposal was tabled pending more justification and information from the Director.

Adoption of the 2020 Board By-Laws was tabled pending review by the library's attorney. There is not a current list of committee members, so this has been tabled until the bylaws are passed.

**Trustee Information and General Announcements:**

Director Nichols-Brown made the Board aware that the trustee training scheduled for May had been canceled.

**Executive Session:**

Executive Session was tabled per the library attorney's recommendation. The board members were unable to secure a closed space to discuss sensitive personnel matters, and there were at least five members of the public present on the Zoom meeting link. With no way to secure the meeting, and in the best interest of keeping employee information private, this was tabled until next month. It was advised by Attorney Stead to set up "break out rooms" the following month so that members of the public could be placed in a break out room and members of the Board could freely discuss personnel matters in a secure, secluded manner.

**Adjournment:**

The meeting was adjourned.

Approved by Board of Trustees: July 28, 2020

Attest: \_\_\_\_\_