

# Chicago Heights Public Library

25 W. 15th Street · Chicago Heights, IL 60411 · (708)754-0323

[www.chicagoheightslibrary.org](http://www.chicagoheightslibrary.org)

CHICAGO HEIGHTS PUBLIC LIBRARY  
25 W. 15<sup>TH</sup> STREET, CHICAGO HEIGHTS, IL 60411  
BOARD OF TRUSTEES REGULAR BOARD MEETING  
TUESDAY, NOVEMBER 26, 2019-  
6:00PM

## **I. CALL TO ORDER:**

The Board of Trustees of the Chicago Heights Public Library met in a Regular Session on Tuesday, November 26, 2019 in the library's meeting room. Trustee Martinez called the meeting to order at 6:18pm.

## **ROLL CALL:**

**Members Present:** Nora Martinez; Ald. Sonia Perez; Nicole Sanders, Jamie Paicely; and Michelle Baikauskas.

**Members Absent:** President Lori Wilcox; Vice-President Vicki High; Secretary Mary Beth Cifelli; Finance Chair Tiffany Bennett.

**Also Present:** Kelley D. Nichols-Brown, Library Director; Chicago Heights residents Lorena Varela, Macario Varela, and Larecia Tucker.

A motion was moved and seconded to appoint Trustee Ald. Perez as the Acting Secretary. On a voice vote, the motion was approved.

**II. PUBLIC COMMENTS:** None.

## **III. APPROVAL OF MINUTES:**

**Regular Meeting of April 23, 2019:** A motion was moved and seconded to approve the Minutes of the April 23, 2019 Regular Meeting with minor corrections. On a voice vote the motion was approved.

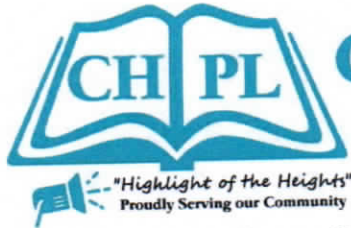
## **IV. CORRESPONDENCE:**

- **CHPD Back-To-School Extravaganza (8/4/19):** Library Director Nichols-Brown informed the board that she received a Thank You Letter from the Chicago Heights Park District (CHPD) for partnering and participating in the Back to School Extravaganza on Sunday, August 4, 2019.
- **CEA Day of the Dead (11/2/19):** Chicago Heights resident and Executive Director of Comunidad en Accion-Community in Action (CEA) Lorena Varela and her husband Macario Varela, introduced herself to the board and explained that CEA is a non-for-profit organization that strives to enhance, strengthen, and recognize the image of Hispanics by forging partnerships, fostering alliances, and communicating with organizations and residents. CEA encourages the public to appreciate Hispanic heritage, culture, and contributions within the community by advocating, providing, and promoting programs, workshops, and resources. She also informed the board that the Dia de Los Muertos-Day of the Dead (DOD) event held on Saturday, November 2, 2019 was well attended and very successful and commended Library Director Nichols-Brown for celebrating Hispanic Heritage Month and coordinating the first ever DOD event. Library Trustee Ald. Perez confirmed her attendance at the event and thanked Library Nichols-Brown and CEA for a great event. Mrs. Varela stated that they plan to make it an annual event, along with a series of community workshops and classes.

## **V. LIBRARY DIRECTOR'S REPORT:**

Library Director Nichols-Brown informed the board that she is currently working on projects concerning: Library Goals & Strategic Plan; Programs & Publicity; Community Outreach, Collaboration & Networking;





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Friends of the Library; Staff & Board Development; Statistics; Technology; Security; Relevant Spaces; Maintenance; Budget & Grants.

## **LIBRARY HIGHLIGHT PRESS RELEASES**

**Cook County President Toni Preckwinke (South Suburban News October 25, 2019)**

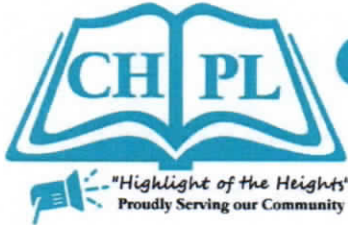
- **Cook County President Toni Preckwinkle Honors Librarians:** Chicago Heights Public Library Board President Lori Wilcox, Library Director Kelley D. Nichols-Brown, and representatives from RAILS (Reaching Across Illinois Library System) coordinated efforts with Cook County Special Assistant Aldophus "Al" Kindle to honor our librarians. Cook County President Toni Preckwinkle, whose mother was a librarian, is an advocate for literacy and promptly responded to the opportunity to show support and passion for public service by recognizing and honoring one of the world's greatest resources, the librarians of Cook County.
- **Cook County President Toni Preckwinkle & Secretary Jesse White Hosts Librarian's Luncheon:** On Monday, **September 16, 2019**, Cook County President Preckwinkle honored September as "National Library Card Sign-Up Month" by hosting a Librarian's Luncheon where all Cook County librarians were invited to receive a special proclamation. Illinois State Secretary Jesse White, who is also the State Librarian, addressed the librarians with pride and stated that it was his honor to be in the room with such great public servants. President Preckwinkle hopes to bring awareness to the importance of literacy and the value of a library card.
- **Cook County President Toni Preckwinkle Reads Storytime at Chicago Heights Library:** On Sunday, **August 4, 2019**, President Preckwinkle read to the youth at the Chicago Heights Public Library. The Chicago Heights Park District partnered with the Chicago Heights Library and over 40 other community entities and vendors for the Annual Back to School Extravaganza. State Representative Anthony DeLuca and Senator Toi Hutchinson donated over 700 bookbags filled with school supplies and over 100 residents applied for library cards.
- **Cook County President Toni Preckwinkle Presents Librarian's Resolution:** On Wednesday, **June 26, 2019**, Cook County President Toni Preckwinkle, presented a Librarian's Resolution to Library Directors Kelley D. Nichols-Brown (Chicago Heights); Tracy Ducksworth (Grande Prairie/University Park); Hadiyah Drew (Summit); Karen Danczak Lyons (Evanston); Julie Stam (Eisenhower); Natalie Starosta (North Riverside); and Renatta Frazier (Chicago Heights Outreach), which they humbly accepted on behalf of the 205 libraries in Cook County. Cook County Commissioners Brandon Johnson (1st District); Dennis Deer (2nd District); Deborah Sims (5th District); Donna Miller (6th District); Larry Suffredin (13th District); and Kevin B. Morrison (15th District); applauded the librarians within their respective districts while President Preckwinkle commended all *"Cook County Librarians for Going Beyond the Book For Community Building"* and serving 5.3 million Cook County residents.

## **VI. FINANCIAL REPORTS:**

**A. Income and Expense Reports: October 31, 2019:** Year-to-Date Revenue Fund \$421,322.95 and Expenditures Fund \$506,486.07.

**B. Accounts Payable Presentation: November 11, 2019:** \$53,215.59.





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After discussion concerning detailed invoices, a motion was moved and seconded to approve the financial reports. **On a Roll Call Vote: Ayes: Martinez; Ald. Perez; Sanders, Paicely; and Baikauskas. Nays: None. Motion approved.**

## **VII. GRANTS REPORT**

**A. Per Capita Grant FY2019:** Received \$37,845 award letter on March 18, 2019.

**B. Project Next Generation FY2020:** Received \$11,767.

**C. Erate Grant:** The library currently has a \$40,000 outstanding Comcast bill. After researching the situation with the library's former interim director, Comcast, the grant and tech consultants, and the appointed E-rate-trained staff member, it has been concluded that neglect of duties and the non-renewal of the Erate Grant (awarded in FY2015-16) led to this unfortunate financial burden. Since initiating the research of the Comcast bill on Dec 10, 2018, Library Director Nichols-Brown has restored the E-Rate grant with AT&T. High speed internet services were uninterrupted to the public and the \$857 monthly invoice is now only \$128. Library Director Nichols-Brown is currently in negotiations with Comcast concerning the outstanding bill.

**D. ComEd Lighting Project:** Currently in communications with ComEd representatives for a library assessment.

**VIII. UNFINISHED BUSINESS:** None.

## **IX. NEW BUSINESS**

**A. Per Capita Grant Requirement FY2020:** A motion was moved and seconded to review Per Capita Grant Requirements FY2020. **On a Roll Call Vote: Ayes: Martinez; Ald. Perez; Sanders, Paicely; and Baikauskas. Nays: None. Motion approved.**

Library Director Nichols-Brown submitted the following information to the board for review.

- **Standards Chapter Review:** Library staff will review and report on progress in meeting Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.
- **Trustees:** Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD ED": <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.
- **Education:** Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.
- **Outreach:** Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

**B. Ordinance 2019-2: Non-Resident Cards:** A motion was moved and seconded to adopt Ordinance 2019-2 Non-Resident Cards. **On a Roll Call Vote: Ayes: Martinez; Ald. Perez; Sanders, Paicely; and Baikauskas. Nays: None. Motion approved.**

**C. Ordinance 2019-3: Sexual Harassment Policy Amendment** to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. A motion was moved and seconded to TABLE Ordinance 2019-3: Sexual Harassment Policy Amendment. **On a Roll Call Vote: Ayes: Martinez; Ald. Perez; Sanders, Paicely; and Baikauskas. Nays: None. Motion TO TABLE approved.**

**D. FY2019/2020 Budget and Levy Proposal:** A motion was moved and seconded to TABLE FY2019/2020 Budget and Levy Proposal. **On a Roll Call Vote: Ayes: Martinez; Ald. Perez; Sanders, Paicely; and Baikauskas. Nays: None. Motion TO TABLE approved.**



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**E. Library Policy Compliance with Illinois Statutes and State Library: Job Duties, Standards of Performance, and Staff Evaluations Policy and Disciplinary, Grievance and Separation Policy.** A motion was moved and seconded to TABLE the Job Duties, Standards of Performance, and Staff Evaluations Policy and the Disciplinary, Grievance and Separation Policy. **On a Roll Call Vote:** Ayes: Martinez; Ald. Perez; Sanders, Paicely; and Baikauskas. Nays: None. Motion TO TABLE approved.

## **X: TRUSTEE INFORMATION & GENERAL ANNOUNCEMENTS**

**A. Trustee Development, Reports & Comments:** The library Director was instructed to bring invoices to the board meeting, to have the attorney review tabled policies, and to present the Board ByLaws at the next meeting for new committee appointments.

### **B. General Announcements**

**1. Library Programs:** Fall 2019 (Sept-Dec 2019)

**2. Other Announcements:** The next board meeting is scheduled for Tuesday, January 28, 2020.

## **XI. ADJOURNMENT**

There being no further business before the Board, a motion was moved and seconded to adjourn the meeting. On a voice vote, the motion to adjourn was approved at 6:48pm.

Approved by Board:

July 28, 2020

attest