

Chicago Heights Public Library

Regular Board Minutes

August 25, 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 6:04 PM

Members Present: Aldana, Baikauskas, Benet (@7:03) Cifelli, Gomez, Sanders, Paicely

Members absent: Perez, Propst

Also Present: Interim Director Parker, Attorney Trotter, .

**Public Comments:**

There were none.

**Approval of Minutes:**

Trustee Baikauskas made a motion to approve the minutes of the regular board meeting minutes for July 28, 2020. Trustee Sanders seconded the motion. Upon a roll call, where all trustees voted in favor of the motion, motion carried.

Trustee Baikauskas made a motion to approve the minutes of the special regular board meeting minutes for August 12, 2020 and the executive session meeting minutes of July 28, 2020. Trustee Cifelli seconded the motion. Upon a roll call, where all trustees voted in favor of the motion, motion carried.

**Correspondence:**

There was none.

**Interim Director Report:**

Interim Director Parker asked if anyone had questions about her report. Topics that have arisen since the writing of the monthly report are:

- The new director job ad has been disseminated to various online sources.
- Selected a new cleaning company with a contract amount of \$1825/month, including all cleaning products. Ms. Parker asked for the board's approval to move forward the engagement of Amato Business Maintenance and will ratify the

hiring at the September board meeting. The board approved moving forward with the contract.

- The security cameras are quite old and none of them are working. Ms. Parker is seeking quotes to replace the non-working, analog cameras with new, digital cameras.
- The HVAC system needed a new compressor motor in June. The library's system is so old that parts are mostly unavailable. The manufacturer of the system is no longer making the parts for our system and they had to hunt down a new compressor motor from one of their clients. They were able to find a compressor and Merts will be installing it in the coming week.
- Interim Parker stated that the facility is not in the best repair and would like to have a full facility evaluation completed to determine all of the facility issues and investigate what needs to be done to repair/replace any faulty areas. She believes the board and new director needs as much information as possible to make decisions regarding the building in the future. She worked with a company when she was building the new Glenwood-Lynwood Library that she believes can help with that process and guide in experts to contact for the evaluations.

### **Financial Reports:**

Trustee Baikauskas made a motion to approve the July 31, 2020 financials and August 25, 2020 A/P list in the amount of \$19,970.97, as presented. Trustee Cifelli seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

### **Unfinished business:**

Library Director amended job description: Trustee Cifelli made a motion to approve the amended job description as suggested by the search firm. Trustee Aldana seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Committee Appointments: The following trustees have been appointed to the following committees

Finance: Cifelli, Paicely  
Personnel: Baikauskas, Gomez  
Policy: Sanders  
Building: Aldana

- President Paicely asked Interim Director Parker to contact Trustees Bennet, Perez and Propst to see which of the 2 remaining committees (Policy or Building) they would like to serve on

### **New Business:**

HR Source Membership for \$350.00: Trustee Gomez made the join HR Source for the RAILS partnership agreement fee of \$350 for libraries with a budget under 1 million

dollars. Trustee Sanders seconded the motion. After a roll call, where all trustees voted in favor, motion carried

Illinois Library Association Institutional Membership: Trustee Gomez made the motion for the library to join the Illinois Library Association as an institutional member for \$150 and for staff to attend the ILA virtual conference in October 2020. Trustee Cifelli seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Resolution authorizing the retention of BKD, LLP to perform a forensic audit of the library's finances: Trustee Cifelli made the motion authorizing the retention of BKD, LLP to perform a forensic audit of the library's finances not to exceed \$25,500. Trustee Aldana seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Job descriptions for Business Office, Information Services Librarian, Information Services Assistant I & II, and Maintenance Technician: Trustee Cifelli made the motion to approve the job descriptions for Business Office, Information Services Librarian, Information Services Assistant I & II, and Maintenance Technician as presented. Trustee Sanders seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Salary Schedule: Interim Director Parker discussed the method and sources used to create the salary schedule and stated that there were some staff that were below the minimum. To bring those staff up and to add a few additional employees would be about \$55,000 addition to the budget. She recommends approving the schedule and review the bringing those under the minimum up, at a later date, once there is a better handle on the budget numbers. Trustee Aldana made the motion to approve the Salary Schedule as presented and requested by Interim Director Parker. Trustee Cifelli seconded the motion. After a roll call, where all trustees voted in favor with the exception of Trustee Bennet, who abstained, motion carried

FY 20/21 Budget: Interim Director Parker sent through the budget line by line explaining each category for the board, answering questions as they arose. She also explained her recommended adjustments for future budget amendments.

### **Trustee Information and General Announcements:**

Interim Director Parker stated that the training module for RAILS was under renovation and as soon as it was ready she would send them the link to sign up for training.

### **Executive Session:**

Trustee Gomez made a motion to enter Executive Session due to 5ILCS 120/2(c)(1). Trustee Sanders seconded the motion. Upon a voice call, the trustees entered Executive Session at 7:25 PM.

Trustee Baikauskas made a motion to re-enter Open Session. Trustee Gomez seconded the motion. Upon a voice call, the trustees re-entered Open Session at 7:30 PM.

**Action following Executive Session:**

None.

**Adjournment:**

Trustee Aldana made a motion to adjourn the Chicago Heights Public Library Board Meeting. Trustee Sanders seconded the motion. The regular meeting of the Chicago Heights Public Library Board of Trustees was adjourned at 7:31 PM.

Approved by Board of Trustees: September 22, 2020

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