

Chicago Heights Public Library

Regular Board Minutes

July 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 6:25 PM

Members Present: Aldana, Baikauskas, Perez, Propst, Paicely

Members absent: Bennet, Cifelli, Gomez, Sanders

Also Present: Interim Director Parker, Attorney Trotter, Attorney Ciesil.

Public Comments:

There were none.

Approval of Minutes:

Trustee Baikauskas made a motion to approve the minutes of the regular board meeting minutes for November 26, 2019, March 24, 2020, June 23, 2020 and the executive session meeting minutes for June 23, 2020. Trustee Propst 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. Trustee Perez asked questions about the staff PTO. President Paicely asked about the Comcast bill and Trustee Aldana asked about moving a person into the business office.

Financial Reports:

Interim Director Parker said that just as she believes she found all the unpaid invoices, another one shows up and it may take a few months to rectify them all.

Trustee Baikauskas made a motion to approve the June 30, 2020 financials and July 28, 2020 A/P list in the amount of \$44,581.35, as presented. Trustee Aldana seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Unfinished business:

Staff PTO: Trustee Perez made a motion to approve the reinstatement of the PTO time staff were required to use during mandatory COVID leave by prior director. Trustee Baikauskas seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

New Director Search: After discussion regarding the director search the following motions were made –

- Remove residency requirement: Trustee Baikauskas made the motion to remove the residency requirement for the library director, only. Trustee Propst seconded the motion. After a roll call, where all trustees voted in favor, motion carried.
- Search Consultants: Trustee Baikauskas made the motion to hire search firm Deiters & Todd to conduct the new director search for the fee of \$7,000. Trustee Perez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.
- Library Director Job description: Trustee Baikauskas made the motion to approve the library job description as presented. Trustee Perez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.
- Salary range for library director: Trustee Propst made the motion to approve the salary range for the library director from \$60,000 to \$84,000. Trustee Aldana seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Committee Appointments: President Paicely stated that since there were some newer board members, she and Interim Director Parker would write committee charges for each board committee to explain fully the duties of said committee and bring forth at the August meeting. Trustee Aldana made a motion to table committee appointments until August. Trustee Propst seconded the motion. After a roll call, where all trustees voted in favor, motion carried

New Business:

Non-Resident Fee: Trustee Perez made the motion to for the Non-Resident library card fee to be \$93.52 from July 1, 2020 to June 30 2021. Trustee Aldana Seconded the motion. After a roll call, where all trustees voted in favor, motion carried

Information Services Manager job description: Interim Director Parker discussed merging the Adult, Teen and Youth department head positions into one manager position over the 3 departments as a cost saving measure. Trustee Baikauskas made the motion to approve the new Information Services Manager job description. Trustee Aldana seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Trustee Information and General Announcements:

Trustee Propst stated that she has completed her OMA training and would forward her completion certificate to Interim Director Parker.

Trustees Baikauskas asked Interim Director Parker to forward additional trustee training webinars to her and any other trustees who might be interested in further education on their role as library trustee. Parker said she would forward them a list of webinars and other training links.

Executive Session:

Trustee Perez made a motion to enter Executive Session due to 5ILCS 120/2(c)(1). Trustee Baikauskas seconded the motion. Upon a voice call, the Trustees entered Executive Session at 7:29 PM.

Trustee Propst made a motion to re-enter Open Session. Trustee Perez seconded the motion. Upon a voice call, the Trustees re-entered Open Session at 7:35 PM.

Action following Executive Session:

None.

Adjournment:

Trustee Baikauskas made a motion to adjourn the Chicago Heights Public Library Board Meeting. Trustee Propst seconded the motion. The regular meeting of the Chicago Heights Public Library Board of Trustees was adjourned at 7:37 PM.

Approved by Board of Trustees: August 25, 2020

Attest: _____