

Chicago Heights Public Library

Regular Board Minutes

June 23, 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 6:00 PM

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

Members absent: Bennet

Also Present: Interim Director Parker, Attorney Trotter, Attorney Ciesil. There were 1 members of the public present on the Zoom call.

**Public Comments:**

There were none.

**Approval of Minutes:**

The March 24, 2020 minutes were never presented by former director Nichols-Brown at the April or May board meetings. Interim Director Parker was not able to locate the minutes in the director computers or in the office. President Paicely said she kept some notes from the meeting. Attorney Trotter asked President Paicely to type up the notes she had and send to Interim Director Parker. Parker will send to trustees and further additions, compile and present as the July meeting for approval.

Trustee Cifelli made a motion to approve the minutes of the regular meeting for April 28, 2020, May 26, 2020 and the minutes for the special meeting for June 3, 2020. Trustee Baikauskas seconded the motion. Upon a roll call, where all trustees voted in favor of the motion, motion carried.

Trustee Propst made a motion to approve the minutes of executive session for the regular board meetings for April 28, 2020, May 26, 2020 and for the special board meeting for June 3, 2020. Trustee 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 Cifelli asked questions about the boiler and gave a little background of the longstanding issues with it. Parker also discussed the Illinois Annual Public Library Report (IPLAR) and that it was due July 1<sup>st</sup>. Former director Nichols-Brown had not completed report so Parker requested an extension of a few weeks from the state library in order to gather all the necessary data and complete the report.

### **Financial Reports:**

President Paicely asked Interim Director if the Income/Expense report was in the negative because the budget had not been passed by the city yet, which Parker confirmed. Once the city budget is passed the allocated funds would be inputted into the budget. The July report will reflect the passage of the budget.

Interim Director Parker said she believes that she was able to gather all the outstanding unpaid invoices for vendors from the past year and this A/P payment should bring all accounts up to date. If any come through after it will be confirmed and submitted for payment.

Trustee Cifelli 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:**

Board By-Laws: Attorney Trotter was able to review and make some minor adjustments with grammar, sentence structure and to ensure they were in compliance with state statutes. Trustee Baikauskas made a motion to approve the 2020 Board By-Laws as presented. Trustee Perez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

FY2020 Budget: After some discussion the board agreed to approve the budget that former director Nichols-Brown included in her May report and for Interim Director Parker to work further on the budget to review and reallocate funds as necessary and bring back to the board for approval of an amended budget. Trustee Cifelli made the motion and Trustee Baikauskas seconded. After a roll call, where all trustees voted in favor, motion carried.

Committee Appointments: President Paicely stated that since the By-Laws were just approved, and the trustees should review the committees and decide where they would like to be assigned. Trustee Perez made a motion to table committee appointments until July. Trustee Baikauskas seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

### **New Business:**

Staff PTO: Trustee Cifelli asked where the staff were required to take their time from during the COVID leave— vacation, sick or personal. Interim Director Parker said she could not say for sure but would ask staff. Item will be tabled until the July meeting.

Staff Minimum Wage: Interim Director Parker must rectify the issue of 2 staff members not making minimum wage when it increased in January 2020, in addition to paying them retroactive from January 1<sup>st</sup>. Trustee Cifelli asked that Interim Director Parker write a letter of apology from the board to each staff member for them not receiving the wage that they were legally obligated to receive. Trustee Cifelli made a motion to increase the wage of the two members to minimum wage and pay them retroactive from January 1, 2020 effective in the next pay period. Trustee Gomez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

New Director Search: Interim Director Parker said that she will include proposals from search firms and a document that outlines the search process in the July packet.

**Trustee Information and General Announcements:**

Interim Director Parker thanked Trustees Baikauskas and Paicely for forwarding their certificate upon the completion of the Open Meetings Act training and asked that any other trustees that needed to complete the training to do so and forward certificates.

**Executive Session:**

Trustee Cifelli made a motion to enter Executive Session due to 5ILCS 120/2(c)(1). Trustee Perez seconded the motion. Upon a voice call, the Trustees entered Executive Session at 6:50 PM.

Trustee Gomez made a motion to re-enter Open Session. Trustee Cifelli seconded the motion. Upon a voice call, the Trustees re-entered Open Session at 7:08 PM.

**Action following Executive Session:**

None.

**Adjournment:**

Trustee Propst 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 7:09 PM.

Approved by Board of Trustees: July 28, 2020

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