

Chicago Heights Public Library

Regular Board Minutes

October 27, 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 6:11 PM

Members Present: Baikauskas, Bennet, Perez, Propst, Sanders (@ 6:14), Paicely

Also Present: Interim Director Parker, Attorney Trotter. Alex Todd of Deiters & Todd @ 6:25.

Public Comments:

There were none.

Approval of Minutes:

Trustee Baikauskas made a motion to approve the minutes of the regular meeting for September 22, 2020, the special meeting minutes for October 7 & 8, 2020 and executive session meeting minutes for October 7 & 8, 2020. Trustee Perez seconded the motion. Upon a roll call, where trustees voted in favor of the motion, with an abstention from Trustee Sanders, motion carried.

Correspondence:

There was none.

Interim Director Report:

Interim Director Parker asked if anyone had questions about her report.

Trustee Paicely asked if the library was going to be a warming center, given COVID. Parker stated that she had spoken to the Mayor about the library not being open for anyone to stay for any length of time due to COVID restrictions and didn't see that changing any time soon. The Mayor indicated that perhaps the city can utilize the community churches as warming centers.

Trustee Paicely asked about the new process for ordering supplies. Parker stated that there was no specific process in the past, that staff ordered what they needed, when they needed it, often with no backup to support the invoicing. Orders are now centralized in the business office, with a regular schedule of ordering. Backup will be attached to the statements and approved by the library director prior to payment

Trustee Propst asked about the maintenance of the building. Parker stated that we are making headway on making sure that all the systems are being checked and maintained.

Trustee Paicely asked if the amended budget would address any of the current overages of certain line items. Parker confirmed that the amended budget would address the line items in the way the library has spent funds to date and expenditures going forward.

Financial Reports:

Trustee Baikauskas made a motion to approve the October 31, 2020 financials and October 27, 2020 A/P list in the amount of \$24,363.10 as presented. Trustee Perez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Unfinished business:

New Director Search: Tabled until November meeting.

Serving Our Public 4.0 review Chapters 1-6 for Per Capita FY21: Board reviewed chapters 1-6 and subsequent checklist.

New Business:

Job Description for Computer Lab Attendant: Trustee Baikauskas made the motion to approve the job description Computer Lab Attendant as presented. Trustee Propst seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Salary Adjustments for certain staff per salary schedule: Three employees are below the minimum for their position based off the salary schedule approved by the board in July 2020. Interim Director Parker recommends that they be moved up to be in the ranges as approved. Trustee Propst made the motion to adjust the three employees' wages to be in line with the salary schedule. Trustee Baikauskas seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Engage Studio GC for facility assessment for \$6,500: Trustee Sanders made the motion to engage architecture firm Studio GC to conduct a full facility assessment for \$6,500, to begin immediately. Trustee Baikauskas seconded the motion. After roll call, where all trustees were in favor, motion carried.

Staff gift cards for Christmas - \$25 denomination: Interim Director Parker stated that in the past all staff received \$25 gift cards for Christmas and would like to continue that tradition. Trustee Baikauskas asked if we can give \$50 instead of \$25, since the library only has nine staff members, and if the library hired any new employees before Christmas they would receive \$25. The rest of board agreed to the increase. Trustee Baikauskas made the motion to approve \$50 gift cards for staff for Christmas. Trustee Sanders seconded the motion. After roll call, where trustees were in favor, motion carried.

Trustee Information and General Announcements:

There were none.

Executive Session:

Trustee Bennet made a motion to enter Executive Session due to 5ILCS 120/2(c)(1) and 5 ILCS 120(c)(11). Trustee Propst seconded the motion. Upon a voice call, the trustees entered Executive Session at 6:26 PM.

Trustee Baikauskas made a motion to re-enter Open Session. Trustee Sanders seconded the motion. Upon a voice call, the trustees re-entered Open Session at 6:57 PM.

Action following Executive Session:

There was none.

Adjournment:

Trustee Baikauskas 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 6:57 PM.

Approved by Board of Trustees: November 27, 2020

4Attest: _____