

Chicago Heights Public Library

Regular Board Minutes

December 22, 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 (@6:03) Gomez, Perez, Propst, Paicely

Also Present: Interim Director Parker, Incoming Director Lisa Knasiak, Attorney Trotter, Attorney Ciesil.

Public Comments:

There were none.

Approval of Minutes:

Trustee Baikauskas made a motion to approve the minutes of the regular and executive session meetings for November 24, 2020. Trustee Propst seconded the motion. Upon a roll call, where trustees voted in favor of the motion, motion carried.

Correspondence:

- Thank you card signed by the library staff thanking the board for the Christmas luncheon.

Interim Director Report:

Interim Director Parker stated that she was working on a Financial Internal Controls document that outlines how all financial transactions, from placing orders for materials/supplies, paying of invoices to handling actual cash, are handled in the library. It will be ready for the January board meeting.

Interim Director Parker commented that she received a call from a collection agency for an old debt of \$33,900 for Comcast Business for internet services. The collection agency said they have been reaching out to the library since October 2019. She checked Ms. Nichols-Browns email but found no contact from Comcast Business regarding this debt, and there have been no calls since Parker started in June 2020. She asked staff member Jenny Martin, who confirmed that there was a debt from one year when the library did not apply for e-rate and that she thought was being paid off, as she was making large payments when she worked in the business office. The collection agency is going to send further information regarding the debt. President Paicely asked if there was a way to negotiate the amount down. Parker said she would do whatever she could to find out what had been paid and if there was anyway to mitigate the re-payment before moving forward.

Interim Director Parker mentioned that any trustees who would like to attend the RAILS Trustee Update on January 20, 2021 at noon, to sign up on the RAILS website.

Financial Reports:

Trustee Gomez made a motion to approve the November 30, 2020 Income/Expense Report and the December 22, 2020 A/P list in the amount of \$75,627.34 as presented. Trustee

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

Unfinished business:

New Director Search: Trustee Cifelli made a motion to ratify the appointment of Lisa Knasiak as the new library director, with a salary of \$78,000, with a start date of January 11, 2021. Trustee Gomez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

LIRA Resolution: Trustee Cifelli moved to ratify the resolution authorizing the membership to Libraries of Illinois Risk Association (LIRA) as the library's liability insurance provider from December 8, 2020 to December 31, 2023. Trustee Baikauskas seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

New Business:

FY21 Per Capita grant: The FY21 Per Capita grant was filed with the Illinois State Library and a copy was in the board packet for their review. Interim Director Parker asked if anyone had any questions. There were none.

Ordinance 20-2 2021 Board Meeting Dates: Trustee Cifelli made the motion to approve Ordinance 20-2 2021 Board Meeting Dates as presented. Trustee Baikauskas seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Amend FY20/21 Library Budget. Trustee Cifelli made the motion to amend the FY20/21 library budget as presented. Trustee Cifelli asked what the line item “Longevity Pay” was. Interim Director Parker stated that is it a monthly stipend that all city and library employees get dependent on how long they have been employed. The total cost is just under \$5000 a year for the library. Trustee Perez seconded the motion. After roll call, where all trustees were in favor, motion carried.

Release BKD Report: Moved to possible action after Executive Session.

Meristem Advisors Financial Review Documents: Interim Director Parker discussed the Meristem financial documents. Ms. Nichols-Brown has contracted with Meristem to produce these financial documents. It shows that the library has seen a steady decrease in budget, while the city has seen a steady increase. They also show that the library is in the low end of all categories for its size and community in regards to budget for the area. This information is a good tool to review as the board seeks additional funding in the future.

Trustee Information and General Announcements:

There were none.

Executive Session:

Trustee Cifelli made a motion to enter Executive Session due to 5ILCS 120/2(c)(1) and 5 ILCS 120(c)(11). Trustee Perez seconded the motion. Upon a voice call, the trustees entered Executive Session at 6:39 PM.

Trustee Cifelli made a motion to re-enter Open Session. Trustee Gomez seconded the motion. Upon a voice call, the trustees re-entered Open Session at 7:03 PM.

Action following Executive Session:

Trustee Cifelli made the motion to make the BKD Forensic Audit report public. Trustee Aldana seconded the motion. After roll call, where trustees were in favor, motion carried.

Trustee Gomez made the motion to engage the law firm of Edelson, P.C. for any civil litigation that results from the BKD Forensic Audit report and authorize President Paicely to negotiate and sign on behalf of the Board of Trustees. Trustee Perez seconded the motion. After a roll call, where all trustees voted in favor, motion carried.

Adjournment:

Trustee Propst 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 7:06 PM.

Approved by Board of Trustees: January 26, 2020