

**Chicago Heights Public Library**

**Regular Board Minutes**

**January 26, 2021 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 6:02 pm

**Members present:**

Aldana (6:13), Baikauskas, Cifelli, Gomez, Perez, Propst, Sanders, Paicely

**Members absent:**

Benet

**Also present:**

Director Knasiak, Attorneys Ciesel and Trotter, Dan Eallonardo from Independent Construction Services, Darren Schretter from Studio GC, Erica from the Southland Journal, Alder George Brassea, Octavia Alzheimer-Umphlett, and four phone in guests.

**Public Comments:**

There were none

**Approval of Minutes:**

Trustee Baikauskas made a motion to approve the minutes of the special board meeting of November 21, 2020, the regular board meeting of December 22, 2020, and the executive session meeting of December 22, 2020. Trustee Cifelli seconded. Upon a roll call, all trustees voted in favor and the motion carried.

**Correspondence:**

Board President Paiceley mentioned that both Director Knasiak and she were contacted by the FBI. The agent was in search of information pertaining to the forensic audit. President Paiceley referred the agent to our counsel, Mr. Ceisel, and reminded the Board to also direct any requests for information to our attorney. Mr. Ceisel stated the desire of the Board to fully cooperate.

**Interim Director and Director Reports:**

There were no questions about the reports as presented. Director Knasiak related that the staff have been very welcoming and have exhibited true teamwork and sense of purpose.

**Financial Reports:**

Trustee Baikauskas made a motion to approve the income and expense reports dated December 31, 2020 and the Accounts Payable dated January 26, 2021 in the amount of \$62,473.24. The motion was seconded by trustee Gomez.

**Unfinished Business:**

Mr. Schretter discussed highlights of the Facility Assessment Report. He and Mr. Eallonardo stressed the importance of moving forward with the suggested repairs as soon as possible.

**New Business:**

After discussion, Trustee Cifelli made a motion to adopt the Internal Financial Controls Document as amended. Trustee Propst seconded. Upon roll call, all trustees voted aye and the motion carried.

Trustee Sanders made a motion to authorize Director Knasiak to be added as main contact and user for the library credit card and petty cash bank account. Trustee Perez seconded. Upon roll call, all trustees voted aye and the motion carried.

After discussion, Trustee Gomez made a motion to approve the hiring policy as amended. Trustee Baikauskas seconded. Upon roll call, all trustees voted aye and the motion carried.

**Trustee Information & General Announcements:**

There were no questions, comments, or announcements.

**Adjournment:**

Trustee Cifelli made a motion to adjourn the meeting at 7:08 pm. Trustee Baikauskas seconded. Upon roll call, all trustees voted aye and the motion carried.

**Approved by Board of Trustees, February 23, 2021**

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