

## Chicago Heights Public Library

### Regular Board Minutes

August 24, 2021 at the Chicago Heights Public Library

#### **Roll Call:**

Meeting called to order at 6:21 pm

#### **Members present:**

Aldana, Baikauskas, Cifelli, Paicely, Propst

#### **Members absent:**

Bennett, Gomez, Perez

#### **Also present:**

Director Knasiak, Attorney Muthleb

#### **Public Comments:**

There were none

#### **Approval of Minutes:**

Trustee Cifelli made a motion to approve the minutes of the regular Board meeting of July 27, 2021. Trustee Baikauskas seconded the motion. After a roll call, all Trustees voted aye and the motion carried.

#### **Correspondence:**

Director Knasiak informed the Board that the Per Capita Grant check in the amount of \$44,657.10 was received.

#### **Director's Report:**

There were no questions about the report.

#### **Financial Reports:**

Trustee Aldana made a motion to approve the income and expense report dated July 31, 2021 as well as the Accounts Payable dated August 24, 2021 in the amount of \$15,424.50. Trustee Propst seconded. After a roll call, all Trustees voted aye and the motion carried.

#### **Unfinished Business:**

After sustained discussion, Trustee Propst made a motion to accept the new Employee Handbook with changes. Trustee Aldan seconded. After a roll call, all Trustees voted aye and the motion carried.

The Board discussed Director Knasiak's recommendation to extend the banning of a patron who has verbally abused and harassed a staff member. Trustee Baikauskas made a motion to extend the time period to one year after receipt of notification. It was seconded by Trustee Cifelli. After a roll call, all Trustees voted aye and the motion carried.

After discussion, Trustee Propst made a motion to expunge existing fines. Trustee Aldan seconded. After a roll call where all Trustees voted aye, the motion carried.

**New Business:**

After discussion, Trustee Propst made a motion to purchase a ViewScan4 microfilm machine. Trustee Baikauskas seconded. After a roll call where all Trustees voted aye, the motion carried.

The Board held a lengthy discussion about the HVAC system, it was decided to continue the conversation after Director Knasiak meets with a representative of Veracity.

After discussion, Trustee Cifelli made a motion to hire ICS as project manager for the first stage of the HVAC project. Trustee Aldana seconded. After a roll call where all Trustees voted aye, the motion carried.

**Trustee Information & General Announcements:**

Director Knasiak explained that Studio GC is requesting the repair of the stairs.

**Executive Session:**

At 7:28, Trustee Aldana voted to enter close Open Session and enter into Executive Session. Trustee Baikauskas seconded. After a roll call where all Trustees voted aye, the motion carried.

At 7:35, Trustee Baikauskas made a motion to re-enter Open Session. Trustee Aldana seconded. After a roll call where all Trustees voted aye, the motion carried.

**Adjournment:**

Trustee Probst made a motion to adjourn the meeting at 7:36 pm. Trustee Baikauskas seconded. Upon roll call, all trustees voted aye and the motion carried.

**Approved by Board of Trustees, September 28, 2021**

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