

**BOARD OF TRUSTEES Regular Board Meeting
Wednesday, January 15, 2025; 7:30pm**

MINUTES

I. Call to Order & Roll Call

Roll Call: 7:47pm

Present: Kisha Houston, MarcyJo Chachakis, Warrette Coleman, Djimon Smith.

Absent: Thomas Morgan.

Also Present: Laura Van Cleve, Library Director; Ashley Baltazar, Head of Technical Services; Susan Eberly, Bookkeeper; Dan Eallonardo.

II. Remarks from the Public

NONE

III. Parking Lot project- Daniel Eallonardo

-Dan Eallonardo gave an overview of our Parking Lot project with final project numbers.

IV. Approval of Minutes

Regular Board Meeting December 18, 2024

- A motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to approve the minutes of Regular Board Meeting December 18, 2024 with corrections. On a voice vote, the motion was approved.

V. Correspondence

NONE

VI. Treasurer's & Financial Reports

A. Income and Expense Reports December 31, 2024

B. Approval of Expenses: January 15, 2025

- A motion was made by Warrette Coleman, 2nd by Djimon Smith, to approve the expenses of January 15, 2025.

Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Djimon Smith, yes; Thomas Morgan, absent. Motion approved.

C. Other Financially Related Reports

1. 1095-B Forms for ACA Employee Health Benefits- e-filed

2. 1099-NEC Forms for Independent Contractors- e-filed

3. Center for Medicare and Medicaid Services (CMS) reporting- filed

4. ACH Origination Service- verbal report

-report given

- VII. Attorney's Report
 -Spoke with attorney in regards to Vacant Trustee Seats and when appointment can occur. At this time, we have to wait til after the April election to appoint new trustees.
- VIII. Librarian's Report
 -Statistics
 Director Van Cleve spoke about building issues, annual certifications completed, December events, and upcoming programs.
- IX. Business
- A. Old Business
1. Meeting Room AV & Paging System-TABLED
 - No action
- B. New Business
1. Section 11 Personnel Policy reviewed (no changes)
 -No action.
 2. Resolution 25-1: Providing for the Transfer of Funds from the Library's General Fund to the Library's Special Reserve Fund.

 -a motion was made by MarcyJo Chachakis, 2nd by Warrette Coleman, to approve Resolution 25-1: Providing for the Transfer of Funds from the Library's General Fund to the Library's Special Reserve Fund.

 Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Djimon Smith, yes; Thomas Morgan, absent. Motion approved.
 3. Resolution 25-2: Providing for the Transfer of Funds from the Library's General Fund to the Library's Building and Maintenance Fund.

 - a motion was made by Warrette Coleman, 2nd by MarcyJo Chachakis, to approve Resolution 25-2: Providing for the Transfer of Funds from the Library's General Fund to the Library's Building and Maintenance Fund.

 Roll Call: Kisha Houston, yes; MarcyJo Chachakis, yes; Warrette Coleman, yes; Djimon Smith, yes; Thomas Morgan, absent. Motion approved.
- X. Trustee Information and General Announcements
 -Director Van Cleve shared a Building walkthrough sheet that can be incorporated annually to allow Trustees to have more familiarity with the facility.

 -Staff and Trustee Holiday party is scheduled for Saturday, January 25th 2pm.
- XI. Executive Session: 5 ILCS 120/2 (c)(1)
 NONE

- XII. Adjournment: 8:31pm
-A motion was made by MarcyJo Chachakis, 2nd by Djimon Smith, to adjourn the meeting at 8:31pm. On a voice vote, the motion was approved.

Next Regular Board Meeting is scheduled for Wednesday, February 19th, 2025; 7:30pm.

Respectfully submitted,

Djimon Smith,
Board Secretary

and

Laura Van Cleve,
Library Director