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BOARD OF TRUSTEES
201 S Kankakee St, Wilmington IL 60481

Minutes

Policy Committee Meeting
November 18, 2019
6:30 PM

Roll Call Attendance

Secretary Quigley called roll and a quorum was established. Trustees present: Quigley, Rezabek, Smith, and Zolecki-Browning. Also present: Director Meachum and Recording Secretary Scheidenberger. Absent: Clennon, Fitzsimmons, and Reigh.

Call to Order

President Smith called the Policy Meeting to order at 6:32 PM.

Trustee Fitzsimmons arrived at 6:40 PM.

Policy Review

Personnel – Drug and Alcohol, Paid Time Off and Comp Time, Public Comment, Reference, Security Camera, Unattended Child Policy

Adjournment

President Smith adjourned the meeting at 6:46 PM.

Regular Monthly Meeting
November 18, 2019
7:00 PM

Roll Call Attendance - Secretary Quigley called roll and a quorum was established. Trustees present: Fitzsimmons, Quigley, Rezabek, Smith and Zolecki-Browning. Also present: Director Meachum and Recording Secretary Scheidenberger. Absent: Clennon and Reigh.

Call to Order - President Smith called the meeting to order at 7:00 PM.

Pledge of Allegiance - The Pledge of Allegiance was said.

Introduction of Visitors and Public Comment – None.

Correction to the Agenda – None.

Approval of Minutes of Previous Meeting and action thereon - The October minutes were approved as presented.

Continued Business

- A. Per Capita Requirements – Director Meachum discussed the requirements for the Per Capita Grant and the need to visit two websites: Digital Public Library of America (DPLA) – <https://dp.la> and Illinois Digital Archives (IDA): <http://www.idaillinois.org>.

New Business

- A. Ordinance 20-4 Levy – Motion to adopt Ordinance 20-4 Levy was made by Secretary Quigley, second by Trustee Fitzsimmons. Motion carried by roll call vote with 5 ayes. Ayes: Fitzsimmons, Quigley, Smith, Rezabek, and Zolecki-Browning. Absent: Clennon and Reigh.
- B. Tuition Reimbursement Request – The tuition reimbursement request was presented for Lisa Butler. Trustee Fitzsimmons moved, second by Zolecki-Browning. Motion carried by roll call vote with 5 ayes. Ayes: Fitzsimmons, Quigley, Smith, Rezabek, and Zolecki-Browning. Absent: Clennon and Reigh.
- C. Policy Committee Review and Amendments – Paid Time Off and Comp Time, Public Comment, Reference, Security Camera, and Unattended Child were approved as presented. Personnel – Drug and Alcohol was approved as amended. Motion carried by roll call vote with 5 ayes. Ayes: Fitzsimmons, Quigley, Smith, Rezabek, and Zolecki-Browning. Absent: Clennon and Reigh.

Finance Report - Discussed and approved monthly check totals for October.

Payment of Bills – Trustee Zolecki-Browning moved, second by Quigley, to pay the October operating expenses in the amount of \$41,832.65 and payroll expenses in the amount of \$29,731.41. Motion carried by roll call vote with 5 ayes. Ayes: Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning. Absent: Clennon and Reigh.

Report of the Staff - Director Meachum, Adult Services Manager Healy, and Youth Services Manager Mountford submitted written reports in the packet.

Correspondence – None.

Announcements - None

Adjournment - President Smith adjourned the meeting at 7:23 PM.