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**BOARD OF TRUSTEES**  
201 S Kankakee St, Wilmington IL 60481

## **Minutes**

**Policy Committee Meeting**  
**September 21, 2020**  
**6:15 PM**

### **Roll Call Attendance**

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

### **Call to Order**

Vice President Zolecki-Browning called the Policy Meeting to order at 6:21 PM.

### **Policy Review**

Conduct, Confidentiality of Library Records, Corporate Credit Card, Disposal of Surplus Materials, Equipment, Exhibits, Finance, and Freedom of Information Act.

### **Adjournment**

President Smith adjourned the meeting at 6:28 PM.

**Hearing for Budget and Appropriations Meeting**  
**September 21, 2020**  
**6:45 PM**

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

**Call to Order** - President Smith called the meeting to order at 6:45 PM.

Trustee Fitzsimmons arrived at 6:55 PM.

**Introduction of Visitors and Public Comment** –No Visitors Present

**Adjournment** - President Smith adjourned the meeting at 7:00 PM

**Regular Monthly Meeting  
September 21, 2020  
7:00 PM**

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

**Call to Order** - President Smith called the meeting to order at 7:01 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 August minutes were approved as presented.

**Continued Business** –

- A. Ordinance 21-3 Budget and Appropriations– Trustee Clennon moved, second by Reigh, to adopt Ordinance 21-3 Budget and Appropriations as presented. Motion carried by roll call vote with 5 ayes. Ayes: Clennon, Fitzsimmons, Reigh, Smith, and Zolecki-Browning. Absent: Quigley and Rezabek.
- B. Policy Committee Review and Amendments –Conduct, Confidentiality of Library Records, Corporate Credit Card, Disposal of Surplus Materials, Equipment, Exhibits, and Finance were approved as presented. Freedom of Information Act was approved as amended. Motion carried by roll call vote with 5 ayes. Motion to approve/amend by Reigh, second by Clennon. Ayes: Clennon, Fitzsimmons, Reigh, Smith, and Zolecki-Browning. Absent: Quigley and Rezabek.
- C. Update on Little Building – Director Meachum reported the Library’s new addition, “The Drop”, is a locker setup that lets patrons pick up books, movies, and more; 24 hours a day. Monitored and secure access with 35 smart lockers. With just a text or email, patrons can access holds. Sign up with the library staff to access this service.

**New Business** -

- A. Health Insurance Update – Director Meachum discussed the Library’s health insurance will change to Aetna beginning January 2021.

**Finance Report** - Discussed and approved monthly check totals for August.

**Payment of Bills** – Trustee Clennon moved, second by Zolecki-Browning, to pay the August operating expenses in the amount of \$43,110.20 and the payroll expenses in the amount of \$30,209.98. Motion carried by roll call vote with 5 ayes. Ayes: Clennon, Fitzsimmons, Reigh, Smith, and Zolecki-Browning. Absent: Quigley and Rezabek.

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

**Correspondence** – None.

**Announcements** - None

**Adjournment** - President Smith adjourned the meeting at 7:24PM.