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BOARD OF TRUSTEES
201 S Kankakee St, Wilmington IL 60481

Minutes

Finance Committee Meeting
May 17, 2021
6:30 PM

Roll Call Attendance Treasurer Clennon called roll. Trustees present: Clennon, Fitzsimmons, Rezabek, Smith, and Zolecki-Browning. Also present: Director Meachum and Recording Secretary Scheidenberger. Quigley arrived at 6:45 and Reigh arrived at 6:50.

Call to Order President Smith called the meeting to order at 6:35 PM.

FY22 Working Budget The Trustees discussed the FY22 Working Budget.

Adjournment President Smith adjourned the meeting at 6:55 PM

Regular Monthly Meeting
May 17, 2021
7:00 PM

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

Call to Order President Smith called the meeting to order at 6:56 PM.

Introduction of Visitors and Public Comment None

Pledge of Allegiance The Pledge of Allegiance was said.

Trustee Oath of Office Director Meachum administered the Oath of Office to elected Trustees, Clennon, Quigley, Rezabek, and Smith.

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

Election of Officers Trustee Clennon moved, second by Fitzsimmons, to elect Mary

Smith Board President, Diana Zolecki-Browning Board Vice-President, Pam Clennon Board Treasurer and Becky Quigley Board Secretary. Motion carried by voice vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning.

Committee Appointments Trustee Smith moved, seconded by Clennon, to accept the following committee appointments:

- Building and Grounds: Zolecki-Browning (Chair), Clennon, and Reigh. The Committee will meet October 18, 2020 at 6:30 PM.
- Finance: Clennon (Chair), Fitzsimmons, Quigley, Reigh, Smith, and Zolecki-Browning. The Committee will meet August 16, 2021 at 6:30 PM and May 16, 2022 at 6:30 PM.
- Policy: Smith (Chair), Clennon, Reigh, and Zolecki-Browning. The Committee will meet September 20, 2021, January 17, 2022, March 21, 2022, and June 20, 2022.

Motion carried by voice vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning.

Correction to the Agenda None

Approval of Minutes of Previous Meeting and action thereon The minutes were approved as presented and will be filed for audit.

Continued Business None

New Business

- A. FY 22 Working Budget – Trustee Clennon moved, second by Zolecki-Browning, to approve the FY22 Working Budget as presented. Motion carried by roll call vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning.
- B. Ordinance 21-5 Non Resident Fee – Treasurer Clennon moved, second by Reigh, to adopt Ordinance 21-5 Non Resident Fee as amended. Motion carried by roll call vote with 7 ayes. Ayes: Clennon Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning.
- C. Patio – Director Meachum discussed the updates regarding the patio which is being installed by Manny’s Landscaping. The patio will be an added outdoor space for library program and staff use. Trustee Zolecki-Browning moved, second by Clennon to approve the Patio Project, not to exceed \$7,400. Motion carried by roll call vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning.
- D. Salary Schedules and Job Classifications – Director Meachum presented and reviewed the salary schedules/job classifications through 2025.
- E. Administrative Assistant- Director Meachum discussed the changing of job duties of the Administrative Assistant. Director Meachum made the decision to reclassify the Admin Asst to HR Manager.
- F. Holidays – Discussion was made regarding whether or not to change the current unpaid holidays to paid holidays. The decision was made to remain unpaid.
- G. Cobra – Director Meachum discussed The American Rescue Plan Act of 2021.

Finance Report Treasurer Clennon reviewed budget numbers. Discussed and reviewed financial reports for April.

Payment of Bills Trustee Clennon moved, second by Quigley, to pay the April operating expenses in the amount of \$35,632.02 and payroll expenses in the amount of \$46,297.69. Motion carried by roll call vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning.

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

Report of Committees None

Correspondence None

Announcements None

Executive Session Discussion and Action

1. To discuss “minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06” (5 ILCS 120/2c21)
2. To discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity” (5 ILCS 120/2c1)

Trustee Quigley moved, second by Reigh, to go into Executive Session at 7:48 PM per 5ILCS 120/2c21 and 5ILCS 120/2c1. Motion carried by roll call vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning. Trustee Quigley moved, second by Reigh, to go out of Executive Session at 8:14 PM and return to open session. Motion carried by roll call vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith., and Zolecki-Browning.

Trustee Clennon moved, second by Quigley, to keep all of the Executive Session minutes closed. Motion carried by roll call vote with 7 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Reigh, Rezabek, Smith, and Zolecki-Browning.

Adjournment President Smith adjourned the meeting at 8:15 PM.