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

## **Minutes**

**Policy Committee Meeting**  
**February 21, 2022**  
**6:30PM**

### **Roll Call Attendance**

President Smith called roll no quorum was required for policy committee. Trustees present Clennon, Rezabek, Smith, Zolecki-Browning. Also present: Director Meachum and Recording Secretary Scheidenberger. Absent: Fitzsimmons, Quigley, and Reigh.

### **Call to Order**

President Smith called the Policy Meeting to order at 6:33 PM.

### **Policy Review**

Computer Use, Confidentiality of Library Records, Corporate Credit Cards, Disposal of Surplus Records, Exhibits, Finance, Freedom of Information Act, Gifts, Identity Protection, Laminating, Materials Selection, Non Resident Fee.

### **Adjournment**

President Smith adjourned the meeting at 6:50 PM.

**Regular Monthly Meeting**  
**February 21, 2022**  
**7:00 PM**

### **Roll Call Attendance**

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

### **Call to Order**

President Smith called the meeting to order at 7:03 PM.

### **Pledge of Allegiance**

The Pledge of Allegiance was said.

### **Introduction of Visitors and Public Comment**

None.

### **Correction to the Agenda**

Add G. to New Business – Policy Review – Discussion and Action.

### **Approval of Minutes of Previous Meeting and action thereon**

The November minutes were approved as amended.

### **Continued Business**

- A. Per Capita Requirements/Checklist Review – Director Meachum reviewed checklist with board members.
- B. Policy Committee Review and Amendments – A motion was made by Quigley and seconded by Rezabek to approve as presented the ALA Freedom to Read Statement, ALA Freedom to Review Statement, ALA Library Bill of Rights, Community Room Policy, Community Service Policy, Conduct Policy. Motion carried by roll call vote with 5 ayes. Ayes, Clennon, Fitzsimmons, Rezabek, Smith, and Zolecki- Browning. Absent: Fitzsimmons, Quigley, and Reigh.
- C. Director Meachum reported a repair to the YS Department’s window was accomplished versus replacement, saving us thousands of dollars. The Tree is also down.

### **New Business**

- A. Grant Updates – Director Meachum informed the Board of Grants that were already applied for and Grants in the application process.
- B. Covid-19 Mitigation – Director Meachum discussed the possible lifting of the mask mandate by the Governor. The Library will follow the State Guidelines.
- C. Insurance for Building – Director Meachum explained it is time for renewal for the Library’s building insurance. Director Meachum will be accepting quotes from other insurance companies.
- D. TIF Update – Director Meachum update the Board on the possible development of a Railroad Intermodal being discussed at the local taxing body meeting and the impact it will have on the community. Director Meachum will continue to monitor the situation.
- E. ILA Trustee Workshops – Information regarding dates, times, and content of upcoming ILA Trustee Workshops. Please let Jenny know if you would like to register for any/all of the workshops.
- F. Executive Session – The Board opted not to go into executive session. The Board reviewed the closed minutes and made the decision to keep all closed minutes closed.
- G. Policy Committee Review and Amendments – A motion was made by Clennon, and second by Rezabek to approve as presented the Computer Use, Confidentiality of Library Records, Corporate Credit Cards, Exhibits, Gifts, Identity Protection, Laminating, Materials Selection, and Non-Resident Fee, and to approve as amended Disposal of Surplus Records, Finance Policy, and Freedom of Information Act. Motion carried by roll call vote with 5 ayes. Ayes: Clennon, Fitzsimmons, Rezabek, Smith, and Zolecki-Browning. Absent: Quigley and Reigh.

### **Finance Report**

Discussed and approved monthly check totals for November, December, and January.

### **Payment of Bills**

Trustee Clennon moved and was second by Rezabek, to pay the November operating expenses in the amount of \$30,047.36 and the payroll expenses in the amount of \$31,935.48, the December operating expenses in the amount of \$23,948.96 and the payroll expenses in the amount of \$32,488.88, and the January operating expenses in the amount of \$31,111.14 and the payroll expenses in the amount of \$41,861.14. Motion carried by roll call vote with 5 ayes. Ayes: Clennon, Fitzsimmons, Rezabek, Smith, and Zolecki- Browning. Absent: Quigley and Reigh.

### **Report of the Staff**

Director Meachum, Adult Services Manager Sandstrom, Youth Services Manager Prendergast, and Circulation Manager Butler submitted written reports in the packet.

### **Correspondence**

The Library received a letter from State Representative Anthony DeLuca congratulating the Library on being awarded the Pandemic Recovery Grant.

### **Announcements**

None

### **Adjournment**

President Smith adjourned the meeting at 7:43PM.