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BOARD OF TRUSTEES
201 S Kankakee St, Wilmington IL 60481

Minutes

Building and Grounds Committee Meeting
October 17, 2022
6:30 PM

Call to Order

The Building and Grounds meeting was called to order by President Smith at 6:35 PM

Director Meachum discussed the need to re-pave both parking lots.

Adjournment

President Smith adjourned the meeting at 6:59 PM.

Regular Monthly Meeting
October 17, 2022
7:00 PM

Roll Call Attendance

Secretary Quigley called roll. Trustees present Smith, Fitzsimmons, Quigley, and Zolecki-Browning. Also Present, Director Meachum and recording secretary Scheidenberger. Absent: Clennon, Reigh, and Rezabek.

Call to Order

President Smith called the meeting to order at 6:59PM.

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 September minutes were approved as presented.

Audit Report- Joe Martin from Brian Zabel & Associates presented the audit.

Continued Business

- A. Director Meachum repeated for the public the future needs of the re-paving the parking lot. Also discussed was replacing the banners on the sides and front of the building.
- B. Policy Amendment- Equipment Policy Section E – Library of Things- An amendment was made to number 6. Adult cardholder was changed to 18 years and older. Motion to amend made by Quigley and second by Zolecki-Browning. Motion carried by roll call vote with 4 ayes. Ayes: Fitzsimmons, Quigley, Smith, and Zolecki-Browning. Absent: Clennon, Reigh, and Rezabek.

New Business

- A. TITA Hearing – Set for November 21, 2022 at 6:45pm.
- B. Ordinance 23-4 Levy draft – Director Meachum presented the Levy draft. No action needed at this time.
- C. Resolution 23-1 Estimate of Funds Needed-Motion to approve as presented made by Quigley and Second by Zolecki-Browning. Motion carried by roll call vote with 4 ayes. Ayes: Fitzsimmons, Quigley, Smith, and Zolecki-Browning. Absent: Clennon, Reigh, and Rezabek.
- D. Staff Recognition- Motion was made to approve the annual gift of \$50 gift cards for full time employees and \$25 gift cards for part time employees. Motion made by Quigley, Second by Fitzsimmons. Motion carried by roll call vote with 4 ayes. Ayes: Fitzsimmons, Quigley, Smith, and Zolecki-Browning. Absent: Clennon, Reigh, and Rezabek.
- E. Per Capita Requirements- The copies of Standards for Serving Our Public were available at the meeting. Board was asked to independently review the chapters and to bring areas needing improvement to next meeting for fulfilling the Per Capita requirement.
- F. Early close on November 23, 2022 – Motion to approve closing at 5pm on Wednesday, November 23, 2022. Motion made by Quigley, second by Fitzsimmons. Motion carried by roll call vote with 4 ayes: Ayes: Fitzsimmons, Quigley, Smith, and Zolecki-Browning. Absent: Clennon, Reigh, and Rezabek.

Finance Report

Discussed and approved monthly check totals for September. No questions regarding any bills.

Payment of Bills

Trustee Quigley moved and was second by Zolecki-Browning, to pay the September Operating expenses in the amount of \$41,944.84 and the payroll expenses in the amount of \$52,074.72. Motion carried by roll call vote with 4 ayes. Ayes: Fitzsimmons, Quigley, Smith, and Zolecki-Browning Absent: Clennon, Reigh, and Rezabek.

Report of the Staff

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

Correspondence

None

Announcements

None

Adjournment

President Smith adjourned the meeting at 7:52 PM.