



**Visit the world @ your library™
BOARD OF TRUSTEES
201 S Kankakee St, Wilmington IL 60481**

Minutes

**Policy Committee Meeting
January 16, 2023
6:30PM**

Roll Call Attendance

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

Call to Order

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

Policy Review

Confidentiality of Library Records, Corporate Credit Card, Disposal of Surplus Materials, Exhibits, Finance, Freedom of Information Act, Gifts to the Library, Identity Protection, InterLibrary Loan, Laminating, Materials Selection, Non Resident Fee.

Adjournment

President Smith adjourned the meeting at 6:51 PM.

**Regular Monthly Meeting
January 16, 2023
7:00 PM**

Roll Call Attendance

President Smith called roll and a quorum was established. Trustees present Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki- Browning. Also present: Director Meachum and Recording Secretary Scheidenberger. Absent: 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 November minutes were approved as amended.

Continued Business

None

New Business

- A. Policy Committee Review and Amendments – A motion was made by Quigley, and second by Clennon, to approve as presented the Confidentiality of Library Records, Corporate Credit Card, Disposal of Surplus Materials, Exhibits, Finance, Freedom of Information Act, Gifts to the Library, Identity Protection, InterLibrary Loan, Laminating, and Non Resident Fee and Materials Selection as amended. Motion carried by roll call vote with 6 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning.
- B. Director Meachum gave an update on the Grant Reports.
- C. Director Meachum explained Economic Interest filing requirements.
- D. Director Meachum discussed our procedures for emergency closings.
- E. Discussion of new Statistic Reports to be included in next month's board packet.
- F. Bylaws will be reviewed at the next board meeting.
- G. 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)

President Smith moved, second by Quigley, to go into Executive Session at 7:37 PM per 5ILCS 120/2c21 and 5ILCS 120/2c1. Motion carried by roll call vote with 6 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning. President Smith moved, second by Quigley, to go out of Executive Session at 7:47 PM and return to open session. Motion carried by roll call vote with 6 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning.

Trustee Clennon moved, seconded by Zolecki-Browning, to keep all of the Executive Session minutes closed. Motion carried by roll call vote with 6 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning.

Finance Report

Discussed and approved monthly check totals for November and December.

Payment of Bills

Trustee Clennon moved and was second by Quigley, to pay the November operating expenses in the amount of \$28,537.75 and the payroll expenses in the amount of \$34,070.95 and the December operating expenses in the amount of \$27,721.53 and the payroll expenses in the amount of \$35,202.39. Motion carried by roll call vote with 6 ayes. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning. Absent: Reigh.

Report of the Staff

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

Correspondence

Thank you cards from several staff members regarding Christmas gift cards.

Announcements

None.

Adjournment President Smith adjourned the meeting at 7:43PM.