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

Minutes

**Policy Committee Meeting
January 15, 2024
6:30PM**

Roll Call Attendance

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

Call to Order

President Smith called the Policy Meeting to order at 6:34 PM.

Policy Review

Reference, Restore Illinois Safety, Security Cameras, Unattended Child, Whistleblower, Personnel, Paid Time Off, and Communications for Staff.

Adjournment

President Smith adjourned the meeting at 6:58 PM.

**Regular Monthly Meeting
January 1, 2024
7:00 PM**

Roll Call Attendance

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

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

Moved 8E, Closed Session, to after 13, Announcements.

Approval of Minutes of Previous Meeting and action thereon

The November minutes were approved as presented.

Continued Business

None

New Business

- A. Audit Report – Director Meachum passed out copies and reviewed the FY23 Audit Report. FY 23 Audit was conducted by Brandt and Associates, PC, Morris IL.
- B. Policy Committee Review and Amendments – A motion was made by Clennon, and second by Rezabek, to approve as presented the Reference, Restore Illinois Safety, Security Cameras, Unattended Child, Whistleblower, Communications for Staff. Personnel and Paid Time Off were approved as amended. Motion carried by roll call vote with 4 ayes. Ayes: Clennon, Puracchio, Rezabek, and Smith. Absent: Fitzsimmons, Quigley, and Zolecki-Browning.
- C. Director Meachum informed the Board of the shelves in the adult section of the library will be replaced with like-new shelving received as a donation from Oak Park Library.
- D. Director Meachum explained Economic Interest filing requirements.

Finance Report

Discussed and approved monthly check totals for November and December.

Payment of Bills

Trustee Clennon moved and was second by Rezabek, to pay the November operating expenses in the amount of \$27,665.72 and the payroll expenses in the amount of \$41,023.76 and the December operating expenses in the amount of \$43,510.33 and the payroll expenses in the amount of \$38,912.87. Motion carried by roll call vote with 4 ayes. Ayes: Clennon, Puracchio, Rezabek, and Smith. Absent: Fitzsimmons, Quigley, and Zolecki-Browning.

Report of the Staff

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

Correspondence

Thank you letter from Christian Help Association for sponsoring a toy tag tree.

Announcements

None.

Closed Session

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)

Secretary Pro Tem Puracchio moved, second by Clennon, to go into Executive Session at 7:28 PM per 5ILCS 120/2c21 and 5ILCS 120/2c1. Motion carried by roll call vote with 4 ayes. Ayes: Clennon, Puracchio, Rezabek, and Smith.

Secretary Pro Tem Puracchio moved, second by Rezabek, to go out of Executive Session at 7:33 PM and return to open session. Motion carried by roll call vote with 4 ayes. Ayes: Clennon, Puracchio, Rezabek, and Smith.

President Smith moved, second by Clennon, to keep all of the Executive Session minutes closed. Motion carried by roll call vote with 4 ayes. Ayes: Clennon, Puracchio, Rezabek, and Smith. Absent: Fitzsimmons, Quigley, and Zolecki-Browning.

Adjournment President Smith adjourned the meeting at 7:33PM.