**BOARD OF LIBRARY TRUSTEES**

**Regular Meeting**

**Monday, November 22, 2021/ 7:00 pm (CST)**

**Library**

 **Via Zoom**

**Minutes**

**Call to Order**

President Jackson called the Regular Board of Trustees Meeting dated for 11/22/21 to order at ***7:08 pm***

**Roll Call**

Present: [Trustees] Copeland, Sorrell, Wallace-Culp, Fields, Collins & Jackson

 Also Present: Attorney Baumann, Administrative Librarian – Allyson Withers and

 Business Manager – Lisa Mwesigwa

 Absent: Trustee Gonzalez

**Introduction of Visitors and Public Comments [visitors please only take 2 minutes]**

None

**Approval of Meeting Minutes**

1. **Approval of Regular Board Meeting Minutes dated October 25, 2021 (Action Item)**

A motion was made by Trustee Sorrell and seconded by Trustee Fields to approve the 10/25/21 minutes with the following correction to be made – To remove the date of December 27, 2022 as a closure date in 2022 for DPLD.

Ayes: [Trustees] Copeland, Sorrell, Wallace-Culp, Fields, Collins & Jackson.

Nays: None

Motion Passed: 6:0

**Communications, Petitions, Resolutions, Ordinances**

**Librarian’s Report [Allyson D. Withers]**

It was mentioned by the Librarian that any costs involved with a possible newsletter for the library would be passed by the board first.

**Unfinished Business**

1. **Window Company Choice (Action Item)**

The Board wanted to make sure that the repaired window would not stand out with the other windows and to find out if non-laminated could be gotten at a discount and a warranty.

A motion was made by Trustee Copeland and seconded by Trustee Fields to make a motion to modify the vote regarding the windows based on the additional information to be gotten from the window companies, that if they could get the window without the lamination and still have the warranty, then they would go with Preferred Window Co., but if they could only get the window with lamination and a warranty, then they would go with Advance Window Company.

Ayes: [Trustees] Copeland, Sorrell, Wallace-Culp, Fields, Collins & Jackson.

Nays: None

Motion Passed: 6:0

The Board asked that as soon as the information concerning what was possible

with the window companies, that this information was to emailed to all the trustees and Attorney Baumann.

1. **Cleaning Company Choice (Action Item)**

A motion was made by Trustee Collins and seconded by Trustee Sorrell to table this until more information could be gathered.

Ayes: [Trustees] Copeland, Sorrell, Wallace-Culp, Fields, Collins & Jackson.

Nays: None

Motion Passed: 6:0

The Board asked this be tabled and had some additional questions such as, (how do they deal with Covid preventative measures, would they be able to have the crew for our facility, what would their costs be if cleaned all day, what do they pay their crew per hour, what would they purchase in the way of cleaning supplies, when Covid declines would we be able to reduce our cleaning hours, how often do they do certain cleaning duties, cost to clean all day, what makes them special, etc.) They asked that all of this information/proposals sent by the cleaning companies, to be sent to Attorney Baumann prior to the Special Board Meeting so she could review.

**New Business**

It was mentioned that the Attorney was in need of preparing the Levy, so that it could be promptly filed. A Special Meeting was put forth for this to happen on 12/13/21.

**Executive Session – 5 ILCS 120/2 (c) (1-21)**

**President’s Message**

President Jackson asked that all be sure to get needed rest, because Covid is still out there

 and also to be aware of your surroundings/environment.

**Adjournment**

A motion was made by Trustee Sorrell and seconded by Trustee Collins to adjourn the

 11/22/21 Regular Board of Trustees meeting:

 Ayes: [Trustees] Copeland, Sorrell, Wallace-Culp, Fields, Collins & Jackson

 Nays: None

 Motion Passed: 6:0

President Jackson adjourned the 11/22/21 Regular Board of Trustees Meeting at ***8:58pm***