

UNIVERSITY PARK PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Meeting Minutes of Tuesday, April 16, 2024

CALL TO ORDER ROLL CALL

President Young called the meeting to order at 7:05 p.m. Members of the Board present: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, and Trustee James W. Young. Also present, Library Director, Tracy Ducksworth. Absent: Trustee Bettie Wayne

APPROVAL OF THE CONSENT AGENDA:

It was moved by Trustee Saunders to approve the agenda. Trustee Giddings seconded. Motion carried by voice vote. Ayes: 6, Nays: 0, Abs: 0.

APPROVAL OF MINUTES:

It was moved by Trustee Saunders to approve the regular meeting minutes of Tuesday, February 20, 2024. Trustee Thompson seconded. Motion carried by voice vote, Ayes: 6, Nays: 0, Abs: 0

CORRESPONDENCE: None

FINANCIAL REPORTS:

It was moved by Trustee Saunders to accept the treasurer's report for February and March 2024. Trustee Stroud seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, and Trustee James W. Young, Nays: 0, Abs: 0

It was moved by Trustee Thompson to accept the accounts payables list for March 2024 in the amount of \$15,931.09. Trustee Stroud seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, and Trustee James W. Young, Nays: 0, Abs: 0

It was moved by Trustee Thompson to accept the accounts payables list for April 2024 in the amount of \$19,108.86, Trustee Stroud seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, and Trustee James W. Young, Nays: 0, Abs: 0

It was moved by Trustee Thompson to transfer \$40,000 from Old Second Money Market to Old Second General Checking for April 2024 accounts payable and two payrolls. Trustee Saunders seconded. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, and Trustee James W. Young, Nays: 0, Abs: 0

PUBLIC COMMENT: NONE

REPORT OF ADMINISTRATION:

President Young reported that Alpha Phi Alpha fraternity will meet at the library on May 4, 2024 to conduct scholarship interviews. Director Ducksworth shared she attended the Public Library Association's conference held in Columbus Ohio in March. The event was informative and engaging. Director Ducksworth shared that a donation request was submitted to Monee Township for assistance with Summer Reading Club.

OLD BUSINESS:

Library Renovation: The panels to finish the outside of new meeting room have not shipped.

RTU Rooftop Unit #2: The new RTU has not arrived and installation date is still TBD.

NEW BUSINESS

Landscaping spring 2024 - Tabled

ADJOURNMENT: It was moved by Trustee Saunders to adjourn the meeting at 8:45 p.m. Trustee Thompson seconded. Motion carried by voice vote. Ayes: 6, Nays: 0, Abs: 0.

Respectfully submitted

T. Ducksworth
Executive Director

UNIVERSITY PARK PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Meeting Minutes of Tuesday, May 21, 2024

CALL TO ORDER ROLL CALL

President Young called the meeting to order at 7:09 p.m. Members of the Board present: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, and Trustee Bettie Wayne Trustee James W. Young. Also present, Bobbie Greer, Mary Truss, Mr. Wayne and Library Director, Tracy Ducksworth.

APPROVAL OF THE CONSENT AGENDA:

It was moved by Trustee Thompson to approve the agenda. Trustee Saunders seconded. Motion carried by voice vote. Ayes: 7, Nays: 0, Abs: 0.

APPROVAL OF MINUTES:

It was moved by Trustee Saunders to approve the regular meeting minutes of Tuesday, April 16, 2024. Trustee Thompson seconded. Motion carried by voice vote, Ayes: 7, Nays: 0, Abs: 0

CORRESPONDENCE: Letter from Atty. Mallory Milluzzi regarding payment of appraisal fee related to University Park Power Plants PTAB appeals.

FINANCIAL REPORTS:

It was moved by Trustee Stroud to accept the treasurer's report for April 2024. Trustee Wayne seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, Trustee Bettye Wayne, and Trustee James W. Young, Nays: 0, Abs: 0

It was moved by Trustee Taylor to accept the accounts payables list for May 2024 in the amount of \$15,931.09. Trustee Saunders seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, Trustee Bettye Wayne, and Trustee James W. Young, Nays: 0, Abs: 0

It was moved by Trustee Thompson to transfer \$52,000 from Old Second Money Market to Old Second General Checking for May 2024 accounts payable and two payrolls. Trustee Saunders seconded. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, Trustee Bettye Wayne, and Trustee James W. Young, Nays: 0, Abs: 0

PUBLIC COMMENT: Mary Truss asked to leave flyers at the library about the Block Club Scholarship. She also shared her granddaughter had just graduated from college.

REPORT OF ADMINISTRATION:

President Young reported that Alpha Phi Alpha fraternity met at the library to interview students for scholarships. Seventeen students were awarded scholarships.

Director Ducksworth reported staff was working on summer newsletter. She informed the board that dates were being finalized for the Tall Ship Trip in addition to the Mini Ravini program, both of which were generously supported by Monee Township.

OLD BUSINESS:

Library Renovation: Knudsen Construction is working to resolve the leak issue in the new meeting room. RTU Rooftop Unit #2: The Premier Mechanical is still waiting on shipment of the new HVAC unit #2.

Landscaping spring 2024: It was moved by Trustee Saunders to approve the Spring 2024 Landscaping proposal submitted by J. Ruiz Construction. Trustee Thompson seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Trustee Jewell Thompson, Trustee Bettye Wayne, and Trustee James W. Young, Nays: 0, Abs: 0

UNIVERSITY PARK PUBLIC LIBRARY DISTRICT
Board of Trustees
Regular Meeting Minutes of Tuesday, June 18, 2024

CALL TO ORDER ROLL CALL

Vice-President Saunders called the meeting to order at 7:15 p.m. Members of the Board present: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor. Also present, Library Director, Tracy Ducksworth, as well as Decennial Committee members, Bobbie Greer and Mary Truss. Absent: Trustee Jewell Thompson, Trustee Bettie Wayne, Trustee James W. Young.

APPROVAL OF THE CONSENT AGENDA:

It was moved by Trustee Taylor to move the Decennial Committee Report up on the agenda and approve. Trustee Giddings seconded. Motion carried by voice vote. Ayes: 4, Nays: 0, Abs: 0.

APPROVAL OF MINUTES:

It was moved by Trustee Stroud to approve the regular meeting minutes of Tuesday, May 21, 2024. Trustee Taylor seconded. Motion carried by voice vote, Ayes: 4, Nays: 0, Abs: 0

CORRESPONDENCE: Per Capita Grant notification from Illinois State Library in the amount of \$10,610.43.

FINANCIAL REPORTS:

It was moved by Trustee Stroud to accept the treasurer's report for May 2024. Trustee Giddings seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor Nays: 0, Abs: 0

It was moved by Trustee Taylor to accept the accounts payables list for June 2024 in the amount of \$17,883.27.09. Trustee Stroud seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor Nays: 0, Abs: 0

It was moved by Trustee Stroud to transfer \$40,000 from Old Second Money Market to Old Second General Checking for June 2024 accounts payable and two payrolls. Trustee Taylor seconded. Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Nays: 0, Abs: 0

PUBLIC COMMENT: NONE

REPORT OF ADMINISTRATION:

Director Ducksworth reported Summer newsletter was mailed to community. Summer reading club kickoff was a success. The video game truck and face painter were the highlights. Everyone is looking forward to the big trip to Navy Pier to board Tall Ship Windy in July.

OLD BUSINESS:

Library Renovation: Premier Mechanical-HVAC Unit #2 has not arrived yet.

Decennial Committee Report: It was moved by Trustee Stroud to approve the Decennial Committee Report FY2024 Trustee Giddings seconded. Motion carried by roll call Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Nays: 0, Abs: 0

NEW BUSINESS

Mulch proposal: It was moved by Trustee Stroud to approve the proposal from landscaper J. Ruiz to lay mulch, with cost not to exceed \$1650. Trustee Giddings seconded. Motion carried by roll call Ayes: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah Stroud, Trustee Debra Taylor, Nays: 0, Abs: 0

Fund Balance Transfer resolution was tabled for next meeting.

ANNOUNCEMENTS: None

ADJOURNMENT: It was moved by Trustee Stroud to adjourn the meeting at 8:23 p.m. Trustee Giddings seconded. Motion carried by voice vote. Ayes: 4, Nays: 0, Abs: 0.

Respectfully submitted,

T. Ducksworth
Executive Director