



*GLENWOOD-LYNWOOD PUBLIC LIBRARY DISTRICT / 19901 STONY ISLAND AVENUE / LYNWOOD, IL 60411*

## **BOARD OF TRUSTEES**

Regular Meeting

September 21, 2021

6:00 PM

**Hybrid (In-Person and Zoom)**

1. Call to Order & Roll Call-6:02 PM

Trustees Present: Dixon, Drayer, Tatum, Tyler, Smith

Trustee Absent: White

Trustee Elmore arrived via Zoom at 6:18 PM

2. Recognition of visitors

- Alaina Koneska-Friends of the Library
- Tamera Taylor-Business Manager

3. Public Comment on the Agenda

- None

4. Friends of the Library Report

- Shoe collection will be held during the Shredding Event on October 9
- Commissioner Miller was instrumental in obtaining a company to participate in the event
- \$500 donation to the teen section of the library
- Friends of the Library will participate in Trunk or Treat

5. Consent Agenda (action for all)

A. Approval of Minutes

- August 17, 2021

B. Treasurer's Report

- September 2021

C. Bill Claimed Lists

- August #2: \$19,998.74
- September #1: \$21,516.92
- September#2: \$5,734.42

MOVE TO ACCEPT THE CONSENT AGENDA; INCLUDING THE AUGUST 17, 2021 REGULAR BOARD MEETING MINUTES, SEPTEMBER TREASURER'S REPORT, AND THE AUGUST #2 AND SEPTEMBER #1 AND #2 2021 BILLS CLAIMED LIST(S) IN THE AMOUNT OF \$47,250.08

Motion: Trustee Drayer                      Ayes: All  
Second: Trustee Tyler                      Nays: None

Motion Passed

D. Financial Report

- Director Brian Vagt and Business Manager Tamera Taylor discussed the Financial Report in detail

E. Business Manager's Report

6. New Business

- A. Transfer \$100,000 from Wintrust Money Market account to the local bank general checking account to pay invoices and make payroll

MOVE TO APPROVE THE TRANSFER OF \$100,000 FROM THE WINTRUST MONEY MARKET ACCOUNT TO THE LOCAL BANK GENERAL CHECKING ACCOUNT TO PAY INVOICES AND MAKE PAYROLL

Motion: Trustee Elmore    Ayes: All  
Second: Trustee Tatum    Nays: None

Motion Passed

B. Introduction of Cash Handling and Personal Time Policies

- The Trustees discussed the introduction of cash handling in detail
- The Trustees, Director Vagt and Business Manager Taylor discussed conducting a survey for the personal time policy. The results will be presented at the next board meeting

C. Discussion and Approval of Adding and Removing Past Board Trustee Signors for      Library  
Old Plank Trail Community Bank Accounts

MOVE TO APPROVE CHANGES TO SIGNORS FOR LIBRARY'S BANK ACCOUNTS

Motion: Trustee Elmore    Ayes: All  
Second: Trustee Drayer    Nays: None

7. Old Business

A. Library Board Attendance Policy

MOVE TO APPROVE THE LIBRARY BOARD ATTENDANCE POLICY

Motion: Trustee Drayer    Ayes: All  
Second: Trustee Elmore    Nays: None

8. Director's Report

- Director Brian Vagt presented his report in detail.

9. Communications

- None

10. Audience Comments and/or Questions

Per the Library Policy, Section 1.1, Article IV: Meetings, Section 4: Members of the audience may comment on, or be asked to comment on, specific agenda items during the meeting at the discretion of the President or presiding officer, for a time of **two (2) minutes**

11. Executive Session

Pursuant to 5 ILCS 120/2, go into Executive Session for the purpose to:

MOVE TO GO INTO EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2 FOR THE PURPOSE TO

12. Adjournment

MOVE TO ADJOURN AT 7:10 PM

Motion: Trustee Drayer    Ayes: All  
Second: Trustee Smith    Nays: None

Motion Passed