

**UNIVERSITY PARK PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting Minutes of Tuesday, July 21, 2020**

**CALL TO ORDER ROLL CALL**

President Young called the meeting to order at 7:40 p.m. Members of the Board present: Trustee Ruby Giddings, Trustee Sheryl Jones-Harper, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee Jewell Thompson, Trustee James W. Young. Also present, Tracy Ducksworth, Library Director as well as Dan Pohrte and Tiffany Nash from Product Architecture.

**APPROVAL OF THE CONSENT AGENDA**

It was moved by Trustee Thompson to accept the agenda with changes to move Product Architecture presentation up after the "Approval of the Consent Agenda. Trustee Giddings seconded. Motion carried by voice vote. Ayes: 6, Nays: 0, Abs: 0

**APPROVAL OF MINUTES**

It was moved by Trustee Jones-Harper to accept regular meeting minutes of June 16, 2020, with changes to correct and replace Trusted with Trustee. Trustee Stroud seconded. Motion carried by voice vote. Ayes: 6, Nays: 0, Abs: 0

It was moved by Trustee Stroud to accept special meeting minutes of June 22, 2020. Trustee Giddings seconded. Motion carried by voice vote. Ayes:6 Nays: 0, Abs:

**CORRESPONDENCE:** Ms. Ducksworth presented a letter from Lisa Daleidarn Brugman who found an old copy of "Southwords" with a picture of her parents from September 4, 1970. She thought we might find it interesting and wanted to share it with the library.

**FINANCIAL REPORTS:**

It was moved by Trustee Stroud to accept the Treasurer's reports for February, March, April, May, and June 2020. Trustee Giddings seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Sheryl Jones-Harper, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee Jewell Thompson, Trustee James W. Young. Nays: 0, Abs: 0

It was moved by Trustee Jones-Harper to accept the July 2020 accounts payables list in the amount of \$31,379.25. Trustee Thompson seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Sheryl Jones-Harper, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee Jewell Thompson, Trustee James W. Young. Nays: 0, Abs: 0

It was moved by Trustee Jones-Harper to transfer \$40,000.00 from Old Second Money Market to Old Second General Checking for accounts payable and two payrolls. Trustee Thompson seconded. Motion carried by roll call. Ayes: Trustee Ruby Giddings, Trustee Sheryl Jones-Harper, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee Jewell Thompson, Trustee James W. Young, Nays: 0, Abs: 0

**PUBLIC COMMENT:** None

**REPORT OF ADMINISTRATION:**

President Young discussed the issue of TIF's and how the library is affected as well as the local school district. Director Ducksworth provided an overview of the plans to allow patron access to library services by appointment only, due to the continue increase of COVID cases throughout Illinois. She also provided an update on the Census grant activity and displayed items purchased as giveaways for library patrons to encourage census completion.

**OLD BUSINESS:**

**Library Renovation Project:**

Product Architecture Presentation: Product Architect share their portfolio, and gave a presentation of the various library construction and renovation projects they have conducted. They also shared their vision for the University Park Public Library renovation project in addition to a possible timeframe. Director Ducksworth acknowledged references were checked and they were all favorable.

Brook Architecture: The final payment \$5,964.00 for Brook Architecture was issued and the matter is closed.

O'Neil Gaspardo, LLC: It was moved by Trustee Saunders to approve Audit FY 2018-2019 conducted by O'Neil Gaspardo, LLC. It was seconded by Trustee Jones-Harper. Motion carried by roll call: Trustee Ruby Giddings, Trustee Sheryl Jones-Harper, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee Jewell Thompson, Trustee James W. Young. Nays: 0, Abs: 0

**NEW BUSINESS:**

Product Architecture – Proposal for Services: It was moved by Trustee Saunders to accept the proposal from Product Architect and sign it once it has been reviewed and approved by the library's attorney, Jason Guisinger. Trustee Giddings seconded. Motion carried by roll call: Trustee Ruby Giddings, Trustee Sheryl Jones-Harper, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee Jewell Thompson, Trustee James W. Young. Nays: 0, Abs: 0

TIF's - Village of University Park: The issue was discussed and Director Ducksworth was instructed to consult Attorney Jason Guisinger about possible resolutions for the matter.

Personnel - Director's Review: The matter was tabled for the August meeting so the Board could discuss in Executive Session.

***Other Business, for announcement, deliberation and/or discussion only,  
no other action to be taken.***

**ADJOURNMENT:** It was moved by Trustee Sanders to adjourn the meeting at 10:00 p.m. Trustee Stroud seconded. Motion carried by voice vote. Ayes: 6, Nays: 0, by: 0

Respectfully submitted

Phyllis M. Saunders,  
Library Board Secretary