

**UNIVERSITY PARK PUBLIC LIBRARY DISTRICT**  
**Board of Trustees**  
**Regular Meeting Minutes of Tuesday, September 15, 2020**

**CALL TO ORDER ROLL CALL**

President Young called the meeting to order at 7:35 p.m. Members of the Board present: Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee Jewell Thompson (via phone), Trustee James W. Young. Also present, Tracy Ducksworth, Library Director. Absent: Trustee Marilois Green, Trustee Sheryl Jones-Harper.

**APPROVAL OF THE CONSENT AGENDA**

It was moved by Trustee Saunders to adjust the agenda and move Product Architecture's presentation up to the top of the agenda. Trustee Stroud seconded. Motion carried by voice vote. Ayes: 5, Nays: 0, Abs: 0

**APPROVAL OF MINUTES**

It was moved by Trustee Saunders to accept regular meeting minutes August 18, 2020 with corrections (misspelled names and typos). Trustee Stroud seconded. Motion carried by voice vote. Ayes: 5, Nays: 0, Abs: 0

**CORRESPONDENCE:** None

**FINANCIAL REPORTS:**

It was moved by Trustee Stroud to accept the Treasurer's report for August 2020. Trustee Saunders seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young. Nays: 0, Abs: 0

It was moved by Trustee Stroud to accept the September 2020 accounts payables list in the amount of \$13,747.55 Trustee Saunders seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young. Nays: 0, Abs: 0

It was moved by Trustee Saunders to transfer \$34,000.00 from Old Second Money Market to Old Second General Checking for accounts payable and two payrolls. Trustee Stroud, seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young, Nays: 0, Abs: 0

**PUBLIC COMMENT:** None

**REPORT OF ADMINISTRATION:**

President Young provided a recap on the TIF issue as it relates to other entities in the Village of University Park and Crete Monee School District 210U.

Ms. Ducksworth informed the board that the library would allow patron browsing by appointment, starting 9/21/20. Patrons will be required to wear gloves, which the library will provide. She shared that staff was working on the Will County PPE grant.

Also, Census swag was provided to Faith Movers Church food pantry to be distributed during their weekly giveaways. Lastly, staff was working on the fall newsletter and programming.

**OLD BUSINESS**

Product Architect: It was moved by Trustee Stroud to accept the proposal presented by Product Architect, as approved by Attorney Jason Guisinger, to provide architectural services for the renovation project. Trustee Saunders seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young, Nays: 0, Abs: 0

**NEW BUSINESS**

Working Budget FY 2020-2021: It was moved by Trustee Stroud to approve the Working Budget for FY 2020-2021. Trustee Saunders seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young, Nays: 0, Abs: 0

Budget & Appropriations Ordinance FY 2020-2021: It was moved by Trustee Stroud to approve the Budget & Appropriations Ordinance 2020-02 for FY 2020-21. Trustee Saunders seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young, Nays: 0, Abs: 0

Estimated Revenue Ordinance 2020-03 FY 2020-2021: It was moved by Trustee Stroud to approve the Estimated Revenue Ordinance 2020-03 for FY 2020-21. Trustee Saunders seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young, Nays: 0, Abs: 0

Auditor Management Letter FY 2019-2020: It was moved by Trustee Stroud to approve the management letter presented by Auditor, O'Neil-Gaspardo LLC for audit services, FY 2019-2020 for \$8,000. Trustee Stroud, seconded. Motion carried by roll call. Trustee Ruby Giddings, Trustee Phyllis M. Saunders, Trustee Deborah J. Stroud, Trustee James W. Young, Nays: 0, Abs: 0

Election Packets –Consolidated Election, April 6, 2021: Packets will be available for anyone interested in becoming a member of the Board of Trustees for the University Park Public Library District.

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

**ADJOURNMENT**: It was moved by Trustee Stroud to adjourn the meeting at 9:42 p.m. Trustee Saunders seconded. Motion carried by voice vote. Ayes: 4, Nays: 0, by: 0

Respectfully submitted

Phyllis M. Saunders,  
Library Board Secretary