

DOWNSTATE LOCAL RECORDS COMMISSION
Margaret Cross Norton Building
John Daly Conference Room
Springfield, Illinois

MINUTES

Meeting of December 4, 2018

MEMBERS PRESENT: David Joens, Secretary of State Designee; Carol Reed, Macon County Auditor; Jay Scott, Macon County State's Attorney; -Jeff Clarke, Mayor of Pawnee; Ian Hunt, Designee for the Illinois State Historian

MEMBERS ABSENT:

STAFF PRESENT: Robert Boots, Carol Moreno, Karen Mizeur, Sandy Lucas, Sarah Harris, Dave Wooten, Michael Hall, Eowyn Montgomery

STAFF ABSENT:

GUESTS: Jerry Crabtree, Timothy Carlson, Becky Edwards

Mr. Joens called the meeting of the Downstate Local Records Commission to order at 10:04 A.M. He noted that the commission currently has no chairman and asked leave of the body to serve as chairman to run the meeting. Leave was granted.

Former chairman Tim Carlson was in attendance. He introduced Becky Edwards to the board. Ms. Edwards replaced Mr. Carlson as Christian County Board chairman last night and Mr. Joens said he would seek to have her appointed to the Downstate Local Records Commission.

Mr. Clarke made the motion to approve the minutes from the November 7, 2018 meeting. Mr. Scott seconded the motion. The commission approved the motion unanimously.

Mr. Joens presented the proposed meeting dates for 2019. Most of the dates are for the first Tuesday of the month, although January will be the first Wednesday, to make it January 3, not January 2. Ms. Lucas noted that the meeting date for September was listed as the day after Labor Day and said that in the past this meeting date was also moved to Wednesday. Mr. Joens said we'll keep it on Tuesday for now but can readdress the date in August if there is a problem. Ms. Reed made a motion to approve the 2019 meeting dates as presented, Mr. Clarke seconded the motion. The motion carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

The below listed new applications, add-ons and amendments were discussed. Mr. Scott made a motion to approve the following as submitted. Mr. Clarke seconded the motion. The motion was approved unanimously.

APPLICATIONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>City</u>
Jefferson	Jefferson Co. Supervisor of Assessments Office	18:192	Mount Vernon
Madison	Alton City Treasurer	18:193	Alton
Moultrie	Village of Gays	18:194	Gays
McLean	Lexington Unit School District #7	18:195	Lexington
Clinton	New Baden Municipal Public Library	18:196	New Baden
Richland	Olney Public Library	18:197	Olney
Kankakee	Bradley Public Library District	18:198	Bradley
Monroe	Waterloo CUSD #5	18:199	Waterloo
St. Clair	Millstadt Library	18:200	Millstadt
Macoupin	Carlinville Public Library	18:201	Carlinville
McLean	Allin Township Fire Protection Dist.	18:202	Stanford
Franklin	Franklin Co. Circuit Clerk 2nd Judicial Circuit	18:203	
Jersey	Jersey Co. Circuit Clerk 7th Judicial Circuit	18:204	
McLean	McLean Co. Circuit Clerk 11th Judicial Circuit	18:205	
Wayne	Wayne Co. Circuit Clerk 2nd Judicial Circuit	18:206	

ADD-ONS:

<u>County</u>	<u>Agency</u>	<u>Application #</u>	<u>Add-on Items</u>
Bureau	Bureau County Sheriff	18:013	523
Carroll	Milledgeville Public Library	17:227	110
Champaign	Champaign Public Library	01:203	45
DeKalb	Sycamore Police Department	07:039	53
DeKalb	Town of Cortland	13:246	113
Grundy	Morris Police Department	06:013	57, 58, 59 and 60

Kane	Fox Valley Special Recreation Association	98:267	43
Kankakee	Manteno C.U.S.D. #5	07:146	90, 91
Lake	Village of Lincolnshire	17:001	122
Macon	Barclay Public Library District	00:244	43
Madison	Six Mile Regional Library Dist.	13:218	309, 310
McHenry	Marengo Police Dept.	03:204	40
McHenry	Village of Cary	07:011	75
McLean	Stanford Village Clerk	06:048	113
Wayne	North Wayne CUSD #200	18:057	412

AMENDMENTS:

<u>County</u>	<u>Agency</u>	<u>Application</u>	<u>Amendment Item #</u>
Macon	Barclay Public Library District	00:244	1, 19
Champaign	Champaign Public Library	01:203	10
DuPage	Village of Oak Terrace	05:124	2, 9, 12, 15, 16, 33, 34, 56, 64, 70
Fayette	Vandalia Police Dept.	08:138	6, 8, 13, 16, 20
Sangamon	Springfield Police Department	12:235	1200
Madison	Six Mile Regional Library Dist.	13:218	106, 303
Vermilion	Danville Public Building Commission	84:169	58

Public Comment: Mr. Carlson said it had been a pleasure to serve as chairman.

The date of the next meeting of the Downstate Local Records Commission will be Wednesday, January 2, 2019 at 10:00 a.m.

Mr. Clarke made a motion to adjourn. Mr. Scott seconded the motion. The motion carried unanimously.

Minutes submitted by: Karen Mizeur, Records Management Section, Local Records Unit.