

## **CPPL Regular Board Meeting**

### **Minutes**

**August 17th, 2022**

**6:00pm**

#### **Call to ORDER**

**Roll Call:** President Monique Washington, Trustee Elizabeth Washington, Trustee Linda Caldwell, Trustee John Jor'Dan, Trustee Nicole Sims, Trustee Jarice Shaw

**Staff:** Katrina Harris, Library Director

**Guest:** Mayor Denson, Village Trustee Norman Edwards

#### **Approve June 15h, 2022 Regular Minutes**

**Motion:** Trustee E. Washington and 2nd Trustee L. Caldwell

**Roll Call:** President Monique Washington, Trustee Elizabeth Washington, Trustee Linda Caldwell, Trustee John Jor'Dan, Trustee Nicole Sims, Trustee Jarice Shaw

#### **Director's Report**

New Website in the works board will hopefully see a prototype in September

#### **Treasurer's Report**

Business Checking \$61,313.63, Savings \$19,714.38, Illinois Funds \$26,026.90. Payroll for the month of July was \$7,540.10 and Bills paid for July was 12,331.13.

**MOTION Trustee E. Washington was made and 2nd by Trustee J. Shaw to approve July Bills**

**Roll Call:** President Monique Washington, Trustee Linda Caldwell, Trustee Linda Caldwell, Trustee John Jor'Dan, Trustee Nicole Sims, Trustee Jarice Shaw

#### **President's Report**

Mayor Denson has invited all CPPL Board members to attend the VOCP Trustee meetings. Meetings are held on the 2nd and 4th Thursday at the Village Hall on Throop at 6p. The Library Director was given the guidelines needed to have CPPL notices posted on the Village's website and FB page or if a Code red notification. CPPL board meetings will be

on the Village's website for the public to see. Letter was sent to Trustee Shaw asking if she intended to return to the Board.

### **Executive Committee Report:**

**Members:** Linda Caldwell, Elizabeth Washington, Monique Washington

In July the Library Director requested to be paid for 135 in comp time for hours worked. After reviewing her contract, the policy manual and a discussion with the attorney it was determined the Library Director's position is salaried and the director was not entitled to payment for these hours.

The committee met with Deirdra Hart who presented her resignation. We did an exit interview with Deirdra on July 28th.

The committee met on Aug10 to discuss a salary increase for the Library Director.

### **The Building and Grounds Committee**

Trustee Caldwell let the board know that they completed the following items where completed. Landscaping in front of the building was completed. Tree's Cut and Bench and Bike Poles were painted. Parking lot was re-stripped and Knox Box installed. Sign Installed. Mulch Done and Landscaper hired for twice a month clean up. Proposal to complete Fire Inspection Report and other.

### **Public Engagement/Marketing Committee**

Trustee E. Washington spoke on the New Media/Librarian at the School District Dr. Burnett and that she had a donation of books she would like to give to the library. Trustee E. Washington also presented a Blue Island Public Library flier that she thought would be something we could create for our library. Also look into the library obtaining a QR Barcode.

### **Policy Making: Committee:**

President M. Washington and Director Harris completed the revisions on the Employee Handbook. Director Harris sent and copied the handbook for the board's review. Board has until September 1 to review and bcc all questions to Director Harris.

**Fundraising Committees: NO REPORT**

**Personnel Committee: No Report Finance Committee: Report Submitted as Treasurer's Report**

**Vision Goal Setting Committee: No REPORT Investment Committee:NO REPORT**

**Unfinished Business:**

A. Errors and Omission Insurance Tabled until further notice

B. Trustee Facts of File will be read by each board member on their own.

**New Business:**

A. See Policy Committee Policy Report on Page 1 of minutes

B. Mayor Denson appointed Trustee Nicole Sims to the CPPL Board

**Roll Call:** President Monique Washington, Trustee Elizabeth Washington, Trustee Linda Caldwell, Trustee John Jor'Dan, Trustee Nicole Sims, Trustee Jarice Shaw

**Comments** by Trustee Linda Caldwell: Trustee Caldwell would like to see more transparency in the Attorney's Invoicing. Trustee Caldwell also spoke on Saturday hours.

**Comments** by Trustee Jarice Shaw: Trustee Shaw would like to stay on board but would like the meetings to be shorter due to her new job.

**Comments** were made by Guest Mayor Denson on his rule on appointing Trustees and Village Trustee Norman Edwards on improving Library services.

**CLOSED SESSION 7:15 END AT 8:42**

**Public Comments: NONE**

**Adjourned at 8:42pm**

**Respectfully Submitted by Katrina Harris**