

CPPL Regular Board Meeting

Minutes

December 15th, 2021

Roll Call: Trustee Linda Caldwell, President Monique Washington, Trustee Linda Caldwell, Trustee Elizabeth Washington, Trustee Debbie Blue, Trustee Barbara Burnett

Absent: Trustee Gwen Miller and Trustee Jarice Shaw **Staff:** Katrina Harris, Library Director

Guest: Evelyn McNeil

Approve November 17th Regular Board Minutes

Motion: Trustee Blue, 2nd Trustee E. Washington

Roll Call: Trustee Linda Caldwell, President Monique Washington, Trustee Elizabeth Washington, Trustee Barbara Burnett, Trustee Debbie Blue

At 6:19pm Trustee Gwen Miller calls into the board meeting

Director's Report

Director Harris submitted a Snow Plow Removal Contract. Contract was approved and was asked to make sure Mike Pfoommer adds his contact information.

Director Harris let the board know that the sonic wall installation had some issues that needed to be worked out and that Rudy from Rails would be back within the next week to reinstall the Sonicwall.

Director Harris submitted the Organizational Chart to the board. Board was happy with the Organizational Chart and additions would be added to it for future review.

Director Harris would hopefully have a Quote for the Electrical work that needed to be done in the library at the January Board meeting.

Motion by Trustee Miller, 2nd by Trustee E. Washington to approve the Director's Report

Roll Call: Trustee Linda Caldwell, President Monique Washington, Trustee Elizabeth Washington, Trustee Barbara Burnett, Trustee Debbie Blue, Trustee Gwen Miller

Treasurer's Report

President Monique Washington asked if Director Harris heard from Ed Tracey about the correct on the Consultant line item. Director Harris said she had not heard from Mr. Tracey but would email him to see if it was corrected. Also as Treasurer Jarice Shaw to contact Ed's Tracey's office about invoicing. The library has not received an invoice from Sheldon Fox for at least 4 months.

Motion by President M. Washington and 2nd by Gwen Miller to approve November Bills paid

Roll Call: Trustee Linda Caldwell, President Monique Washington, Trustee Elizabeth Washington, Trustee Barbara Burnett, Trustee Debbie Blue, Trustee Gwen Miller

President's Report (Attached President's Report)

Additional Information to the President Report

President M. Washington would like to have a Birthday Calendar Created for the Library Board Members.

New Committees and Old Committees formed as follows:

The Building and Grounds Committee will now be **Facilities** and the members are as follows: Chair Trustee Caldwell, Trustee Burnett, and Employee Debra Woods would be asked to join. **Public Engagement/Marketing Committee** would be Chair Trustee E. Washington, Trustee Burnett, Director Harris, Employee Deidra Hart will be invited to join and Evelyn McNeil. **Fundraising Committees:** All Trustees, **HR Committee** President Washington and Director Harris. **Finance Committee:** Chair Director Harris, Trustee Shaw, Trustee Caldwell, President M. Washington and John Jordan, **Vision Goal Setting Committee:** President M. Washington, Trustee E. Washington, Trustee Caldwell, **Investment Committee** President M. Washington and John Jordan.

Discussion was made on Policy Making for the new year. Employee Policy and Circulation. Trustee Burnett will need a copy of the Old/New Policy Manuals.

Trustee E. Washington spoke on Calumet School Students doing Community Service Hours for the library.

Unfinished Finance Business:

IMRF Resolution will be presented by the attorney at the next January Board meeting.

The Board spoke on the 18-1200 VOCP agreement briefly, no decision was made on it at this time.

Bylaws Section 1A Article 4 Library Board Meeting will be 6pm on the 3rd Wednesday of each month. Section 7 The Finance meeting will be removed. Library Winter Hours will be 10am-5pm Monday through Thursday, Friday and Saturday 11am through 4pm effective December 20th, 2021-March 12th, 2021. Library Hours will be revisited in April 2022.

The Library will no longer close from 3pm to 4pm for Staff Lunch. Staff will have to set lunch hours from 12:30pm-1pm, 1:00pm-1:30pm, or 1:30pm-2:00pm.

Close Session at 8:17pm

Open Session at 8:25pm

New Finance Business:

Emergency Authority Spending Policy

Motion by Trustee Blue and 2nd by Trustee Caldwell to approve the Emergency Authority Spending Policy

Roll Call: Trustee Linda Caldwell, President Monique Washington, Trustee Elizabeth Washington, Trustee Barbara Burnett, Trustee Debbie Blue, Trustee Gwen Miller

The Director will be notified on or after December 20th on a board decision on what healthcare plan will be available.

Christmas Holiday Closure: Friday, December 24th, 2021(without Pay),
Saturday, December 25th, 2021 (with Pay)
New Year's Holiday Closure: Friday, December 31st, 2021 (without Pay),
Saturday, January 1st, 2021 (with Pay)

Library Director will work on a Yearly Holiday Closure for year 2022

Public Comments:

No Comments

Adjourned at 8:42pm

Respectfully Submitted by Katrina Harris