

## **CPPL Regular Board Meeting**

### **Minutes**

**June 15th, 2022**

**6:00pm**

#### **Call to ORDER**

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

**Absent at Roll Call:** Trustee Jarice Shaw

**Staff:** Katrina Harris, Library Director

#### **Approve May 18th, 2022 Regular Minutes and May 21st, 2022**

##### **Emergency Meeting**

**Motion:** President Monique Washington, 2nd Trustee E. Washington

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

**Absent at Roll Call:** Trustee Jarice Shaw

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

Director Harris reintroduced parking lot proposals, Lakewood Pavement Proposal accepted by the board, board and Director Harris discussed permit and we may have to purchase the permit ourselves for the parklot work. Trustee Jor'Dan requested a breakdown on how Swan Billing is done in May and all board members were given a packet that explains that. The board agreed that the Accountant should have the online passwords to the bank accounts. The Director suggests that the Library applies for an Amazon Business Account. Board agreed that we should have one. The board increased the petty cash to \$500 per month indefinitely. The Director will table the Yearly Maintenance Agreement for the HVAC and Furnace until September. The library was awarded a \$20,000 ALA Covid grant and the board and director discussed what and how the money would be spent. The Director will submit a budget on what the money will go towards. Director and Trustee Treasurer Caldwell spoke on the problems with the director cashing the petty cash check at the bank. The petty cash check will temporarily be put in the Treasurers Caldwell's name and then subsequently put in the Director's name after the both of them go to the bank and talk with the manager. Graybar payment will be tabled until September.

### **Treasurer's Report**

There were no questions on the treasurer's

**MOTION by President M. Washington was made and 2nd by Trustee Sims to approve May Bills in the amount of \$3,263.14 Paid**

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

**Absent at Roll Call:** Trustee Jarice Shaw

### **President's Report**

President M. Washington spoke on the Village and PPRT. President M. Washington was told the budget and Audit could be found on their website under Finance. President M. Washington requested that the trustees' blue binder have the library's budget in them. President M. Washington talked with the new Accountant William Lau and the Norien would be working on bank reconciliation. President M. Washington requested that all trustees go over the policy handbook over the summer break and the board may still meet with committees over the summer break.

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

Trustee Caldwell talked on the Signage for the windows and Sign. The board agreed on the Signage and added an additional window and the front door.

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

Trustee E. Washington spoke on a marketing meeting with Director Harris and the direction of the programming flyers and other items that the director is working on (Newspaper article and the Kroc Center working with the Library). President M. Washington spoke on getting a Professional photographer for photos for the Trustees. Trustee E. Washington and Director Harris would look into hiring 4 teens ages 16 to 18 to pass out flyers in the neighborhood for the summer.

**Fundraising Committees: NO REPORT**

**HR Committee: No Report Finance Committee: NO REPORT**

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

**CLOSED SESSION: (Director's Review) Started at 8:05 and Ended at 8:25**

**Unfinished Business:**

A. Errors and Omission Insurance Tabled until further notice

**New Business:**

**Motion:** Trustee Caldwell to hire Lakewood Pavements to do the work on the parking lot and 2nd by Trustee Jordan

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

**Absent at Roll Call:** Trustee Jarice Shaw

**Motion:** President M. Washington to give the Accountant passwords for online banking for Bank Financial for bank reconciliation and 2nd. Trustee Caldwell

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

**Absent at Roll Call:** Trustee Jarice Shaw

**Motion:** Trustee Jor'Dan to have Director Harris open an Amazon Business Account with a spending budget of \$5,600 for the \$7,500 grant and 2nd by President M. Washington

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

**Absent at Roll Call:** Trustee Jarice Shaw

**Motion:** Trustee Caldwell to increase the petty cash to \$500 indefinitely and 2nd by President M. Washington

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

**Absent at Roll Call:** Trustee Jarice Shaw

**Public Comments:** NONE

**Adjourned at 8:28pm Motion M.W and 2nd J.J**

**Respectfully Submitted by Katrina Harris**