

CPPL Regular Board Meeting
Minutes
November 17, 2021

Roll Call: Trustee Jarice Shaw, Trustee Gwen Miller, President Monique Washington, Trustee Linda Caldwell

Absent: Trustee Elizabeth Washington **Staff:** Katrina Harris, Library

Director Guest: Barbara Burnett, and Evelyn McNeil

Approve October 20th, 2021 Board Minutes with corrections

Motion: Trustee Blue, 2nd Trustee Caldwell

Roll Call: Trustee Caldwell, Trustee Miller, President Washington, Trustee Shaw, Trustee Blue

Director's Report

Director Harris discussed cancelling in house programming until further notice. Asked the Board to evaluate library hours for the winter due to the lack of patrons in the library after 4pm. President Washington suggested Mon-Thur and open on Saturday. Tabled until December Meeting. Director Harris announced the donation of book bags from Delta Sigma Theta. The book bags will be given away on December 1st. The board suggested getting the local businesses to donate additional gift cards to add to the book bags. Director Harris will have an employee contact Calumet Park Chamber of Commerce for business addresses and send an in kind letter for donations. Also contact the Dusable Museum.

Treasurer's Report

Trustee Jarice Shaw Motion to approve the bills that were paid on November 1st. Second by Trustee Blue

President's Report

President M. Washington spoke about OMA Requirements that agenda's for all committee meetings should be posted 48 hours before the meeting. Minutes for all meetings taken and filed and also includes closed sessions. President M. Washington also asked all Trustees to get the library cards if they did not have one. President M. Washington also believes it's in the library's best interest to start investing either in a mutual fund and/or mutual money market account. A committee will be formed in 2022 to identify Investment Company's.

Marketing Committee: Trustee E. Washington was not present but she was asked about putting a Job Ad on Facebook.

Building/Grounds Committee: Trustee Caldwell spoke on the estimate for the work that needed to be done from the fire inspection. A contractor was found and will start very soon. Trustee Caldwell spoke on the estimate for the snow removal for the library. Director Harris will negotiate the contract and get back to the board. Trustee Caldwell also suggested that we give Director Harris authorization to get work done in the library without always waiting on the board to make the discussion. The board did say that the Library Director does have some authorization to get things fixed if there is an emergency. Trustee Caldwell felt the Library Director should be given a budget to be able to get things done even if it's not an emergency. The board requested that Trustee Caldwell work on a policy for the pre-authorization of limited funds.

Bylaws Committee: Board suggested changing the meeting time from 6:30pm to 6:00pm. President M. Washington also stated the Calumet Park Library needed to be added to the header of the bylaws. Trustee Blue also spoke on the need that the BOT be elected and that the special election should be changed to appointment. President M. Washington was waiting on the village to send her the official Board appointment schedule but has not received it yet.

Unfinished Business:

- a. **Copy Machine:** Table until Questions from vendor are answered
- b. **Credit Card Swipe Machine:** Approved to purchase in Sept
- c. **Late State Farm Invoice:** State Farm Invoices will be paid on a yearly basis beginning 2022

New Business:

- a. **Errors and Omissions Insurance:** President M. Washington introduced the board to Illinois insurance for libraries and that the board will be looking into Director and Board insurance, errors and omissions.
 - b. **IMRF Resolution:** Trustee M. Washington motioned to have the Attorney to draw up a Resolution to make the Library an independent Representative of it's IMRF account. 2nd Linda Caldwell
- ROLL CALL:** President M. Washington, Trustee Shaw, Trustee Blue, Trustee Caldwell and Trustee Gwen Miller

c. Library Hours: Tabled until December Meeting

d. Thanksgiving Closure: President M. Washington motioned to close the library for a ½ day of Wednesday before Thanksgiving and close Thursday through Saturday. Wednesday and Thursday will be paid holidays. Friday and Saturday staff will have to take Vacation Pay. 2nd by Trustee Miller

ROLL CALL: President M. Washington, Trustee Shaw, Trustee Blue, Trustee Caldwell and Trustee Miller

SonicWall was mentioned Dan will be contacted to see if he can match the price with SWAN. Further discussion will be made in the December meeting or before.

Close Session began at: 7:40pm

Open at 7:41pm

President M. Washington **Motion** to rescind the non-contractual portion of Angela Mitchell IMRF payment of \$9,841.17. 2nd Trustee Caldwell

Roll Call: President M. Washington, Trustee Shaw, Trustee Blue, Trustee Caldwell and Trustee Miller

Have the attorney Klein et. al to prepare the letter to send to Angela Mitchell.

Closed Session Opened again at 7:42pm

Closed Session Ended at 8:7pm

Adjourned at 8:08