

CPPL Regular Board Meeting

Minutes

October 20, 2021

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

Absent: Trustee Debbie Blue,

Guest: Debra Woods, Library Manager, Katrina Harris, Library Consultant, Mr. Edwards, Dan Graham

Approve June 17th, 2021 Board Minutes

Motion: Trustee E. Washington, 2nd Trustee Shaw

Roll Call: Trustee E. Washington, Trustee Miller, President Washington, Trustee Shaw

Approve August 31, 2021 Meeting

Motion: Trustee Trustee Miller , 2nd Trustee E. Washington

Roll Call: Trustee E. Washington, Trustee Miller, President Washington, Trustee Shaw

Approve September 9, 2021 Finance Meeting

Motion: Trustee E. Washington, 2nd Linda Caldwell

Roll Call: Trustee E. Washington, Trustee Miller, President M. Washington, Trustee Shaw

Presidents Report

President M. Washington spoke about a concern another Trustee had on staff members parking in the library parking lot. It was discussed whether or not employees could park in the residential area or across the street to take up less space in the lot . Pros and Cons were discussed.

Mrs. Woods, the library manager, said the biggest problem was the residents in the apartment buildings parking in our lot and were not moving their cars until late in the afternoon. Mr. Edwards commented on putting a towing sign up but it would have to be discussed with the village if permits were needed. President M. Washington asked the Buildings and Grounds Committee to look into it and will discuss it at the November Meeting.

President M. Washington asked if board members were able to make copies and faxes without charge. Mrs. Woods, Library Manager, did say that there was no official policy but it was a perk that was given to board members.

President M. Washington announced that Trustee Debbie Blue will be resigning from the board as of Dec 21st, 2021 and Trustee Gwen Miller would be resigning from the board as of January 2022. Their service to the Library has been greatly appreciated.

Dan Graham spoke about moving three express computers into the children's Department including filtering and replacing the SonicWall by next year when Swan requirements are due for the upgrade. The total cost would be \$1,270. Mr. Graham mentioned the Phase 2 Wifi report and President M. Washington requested another copy of the report. The board decided to wait until the new year before making any costly changes at this time.
(Jarice Shaw Left the meeting at 6:42pm for a short period of time)

Manager's Report

Mrs. Wood reported on the Copy Machine that was picked to replace the old machine. The cost of the Lease is \$189 per month and 01.cents for black and white copies and .07 cents for color copies President M. Washington had additional questions on the contract and would like to look it over more closely and will submit the questions for response by Elite on \$550 document fee.

Mrs. Woods reported on the Credit Card Swipe Machine. The cost would be \$39 per year through Swan. Also additional percentage cost for use of Visa and Mastercard. There would be a \$5 minimum charge to use their credit card.

(Jarice Shaw re-enters meeting at 7:28pm)

Mrs. Woods reported on EBSCO subscription for magazines and the board decided it was too expensive.

Mrs. Woods discussed the Fall programming and she was asked by Trustee Miller how many participants were enrolled. Mrs. Woods said 17 Kids and 3

Adults. Mrs Woods was asked about the promotion of the programs. She said she has made flyers and has given them out to patrons and businesses. Trustee Miller asked about the computer classes and when they were held. Trustee Miller and President M. Washington suggested making the weeks shorter.

President M. Washington asked about the Halloween, Thanksgiving and Christmas Events. Asked Consultant Harris to work with Mrs. Woods on Marketing the Events.

Mrs. Woods asked about getting rid of the fines. President M. Washington thought the deadline to respond to that issue was over. Mrs. Woods said she called Swan and extended the time for us. President M. Washington said that Mrs. Woods and Consultant Harris could discuss and make the final decision.

President M. Washington asked how the Sale of the Year was going. Mrs. Woods said she was waiting on permission to go forward from the board. President M. Washington stated that she could continue with the sale. Trustee Miller made suggestions for advertisement for the sale on Facebook market and OfferUP. Also contact the Chamber of Commerce for advertisement of the sale to businesses.

Mrs. Woods suggested giving Deidra Hart a Promotion and Raise. The board would discuss it in executive session.

Mrs. Woods discussed "Family Reading Night" would be held on November 8th from 4pm-5pm. Mrs. Woods would do a mini newsletter on all events.

Trustee Miller asked Mrs. Woods about the Curbside amount collected. The amounts were not adding up and this needed to be corrected. Mrs. Woods said she would get the corrections to the board.

Manager's Report would be Tabled until next month's meeting.

Motion: Trustee Miller and 2nd Trustee E. Washington

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

Consultant's Report:

Consultant Harris reported on working with Library Manager Debra Woods for the month of October. Ms. Harris spoke on policy and procedures that the board needed like where keys were located, alarm code and camera code etc. A copy of the report was given to President M. Washington that included holiday's that the board needed to approve for Thanksgiving, Christmas and New Years.

President M. Washington did request that the alarm code be changed.

Financials:

Trustee Shaw reported that she spoke to Lorraine Toney, Village of Calumet Park, about the bills and the lateness of them. Lorraine stated that they could do the mailing and drop them off to the 111th Post Office. Lorraine said we would have to provide postage stamps. President M. Washington suggested that Trustee Shaw and Mrs. Woods work on a list of bills that need to be paid asap. Trustee Shaw stated that the State Farm Invoice is always late. Consultant Harris suggested calling State Farm for a grace period and that if paying bills once a month was an issue maybe paying them twice a month would help. Trustee Miller was concerned about handing over all our bills without knowing what was going out. It was explained that we do get copies of checks every month for our records from the village.

President M. Washington reminded everyone the next Finance Meeting will be held on November 11th.

Building/Grounds Committee: President M. Washington said the minutes was missing a lot of information that was discussed

Executive Committee: No Report

Marketing Committee: Trustee E. Washington would continue to do the Newsletter with the assistance of Debra Woods and Katrina Harris for content

Personnel Committee: No Report

Bylaws/Policy Committee: Changes needed to be made to Article 4 Section 8 signature powers for consultant and library director

Adjourned at 8:24pm

Motion : Trustee Miller, 2nd Trustee Caldwell