

**CALUMET CITY PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, April 15, 2021 - 6:30 P.M.**

*Pursuant to the Governor's COVID-19 Executive Order #5 and the Government Emergency Administration Act (Public Act 101-640), this meeting shall be held online without a quorum of the Library Trustees physically present.*

Options for joining the Online Meeting:

- Join Zoom Meeting  
<https://zoom.us/j/91635959651?pwd=REtjK3NiVnFnVjZTRjZDZWVI5L29JUT09>  
Meeting ID: 916 3595 9651  
Passcode: 499294
- On a tablet or smartphone, install the free Zoom app and enter:
  - Meeting ID: 916 3595 9651
  - Passcode: 499294
- To call by phone:
  - Dial (312) 626-6799
  - Meeting ID: 916 3595 9651
  - Passcode: 499294

Options for Public Comment:

- By email to Board President Dianne Nichols, [dnichols@calumetcitypl.org](mailto:dnichols@calumetcitypl.org) by 5:30 PM on the meeting date. Comments submitted in advance by email will be read aloud during agenda item 4.
- During agenda item #4, comments will be invited by members of the public in attendance by chat or voice in the Zoom platform. Please state your name, home address and keep comments brief (limit 3 minutes) and direct.

**AGENDA**

- I. Call to Order and Roll Call **(R)**
- II. Call for any additions to the Agenda
- III. Approval of March Meeting Minutes – 03-18-2021 and Policy Committee Minutes 04-05-2021 **(R)**
- IV. Public Comments
  - a. Public in virtual attendance
  - b. Comments received via email
- V. Unfinished Business
  - a. Discussion of Executive Director Annual Evaluation Format and Standards
    - i. Discuss Review Template and Decide on Next Steps **(R)**
- VI. New Business
  - a. Approval of March 2021 Financial Report **(R)**
  - b. Summer Reading Program Presentation
    - i. Presentation by Denise Benson, Adult Services Manager and Gale Krekovich, Youth Services Manager
    - ii. Q and A session

(V) = Voice Vote (R) = Roll Call Vote

- c. Discuss Remote Work Memo and Policy
    - i. Vote to approve Remote Work Policy **(R)**
  - d. Recap dates of retirement of Jane Rowland and Kathy Chiaro **(No Vote)**
  - e. Discuss Proposals for companies to do Salary and Pay Grade Benchmarking
    - i. Vote to choose a company to execute Salary and Pay Grade project **(R)**
  - f. Policy Committee Update
    - i. Vote to approve updated Board of Trustee By-laws **(R)**
    - ii. Vote to approve the Principles of Employment **(R)**
    - iii. Vote to approve Temporary Assignment Pay Policy **(R)**
  - g. Building and Grounds Committee Update
    - i. Update from walking tour.
    - ii. Vote to approve purchase of replacement desk chairs for staff. **(R)**
  - h. Discuss Memo on Residency Requirement
    - i. Vote to adjust language on Residency Requirement **(R)**
  - i. Department Head Reports—March 2021
  - j. Director Report—March 2021
    - i. Read and discuss Chapter 3 of Serving Our Public 4.0: Standards for Illinois Public Libraries
      - 1. Chapter 3 Personnel
      - 2. Personnel Check List
      - 3. Appendix E
- VII. Announcements
- VIII. Executive Session to consider the appointment, employment, compensation, discipline, performance or dismissal of a specific employee and or employees of the Calumet City Public Library.
- a. Vote to enter Executive Session **(R)**
- IX. Vote for Final action (if required) on the appointment, employment, compensation, discipline, performance or dismissal of a specific employee and/or employees of the Calumet City Public Library. **(R)**
- X. Adjournment **(R)**