

**CALUMET CITY PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
THURSDAY, February 18, 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:

- On an Internet browser:  
<https://zoom.us/j/94849159044?pwd=ZFdVWGZsMVYxSjNvS2tIODJBN3ZNQT09>
- On a tablet or smartphone, install the free Zoom app and enter:
  - Meeting ID: 948 4915 9044
  - Passcode: 499294
- To call by phone:
  - Dial (312) 626-6799
  - Enter Meeting ID: 948 4915 9044
  - 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 #3, 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 January Meeting Minutes – 01-21-2021, 01-25-2021 **(R)**
- IV. Public Comments
  - a. Public in virtual attendance
  - b. Comments received via email
- V. Unfinished Business
  - a. Discussion of 2021 Holiday Closure Schedule Memo and Information
    - i. Vote to approve final 2021 Holiday Closure Schedule **(R)**
    - ii. Vote to change name of Columbus to Indigenous People's Day **(R)**
- VI. New Business
  - a. Approval of January 2021 Financial Report **(R)**
  - b. Approval of Capital Expenditure DEMCO outstanding Invoices for Cart Replacements for entire library:
    - i. Invoice 6901197: \$1518.83 **(R)**
    - ii. Invoice 6899188: \$1995.69 **(R)**
  - c. Approval of Capital Expenditure Van Der Weides (Glass Door Replacement) **(R)**
    - i. Vote to approve Glass Door Replacement
  - d. Approval of Sprinkler System Maintenance Contract
    - i. Vote to approve JCI Sprinkler System Maintenance Contract
  - e. Discussion of Operational Expenditure Authority and Limits

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

- f. Discussion of Memo for ePrint Service Replacement
  - g. Discussion of Technology Clerk Job Description
    - i. Vote to Approve of Technology Clerk Job Description **(R)**
    - ii. Vote to Approve Salary for position **(R)**
  - h. Discussion of Requested Research for Annual Review for Library Director
    - i. United for Library Video (watch short video at meeting)
    - ii. Discussion of Templates
    - iii. Set Director Annual Evaluation Goals, Objectives
  - i. Department Head Reports—January 2021
  - j. Director Report—January 2021
    - i. **NOTE:** Cook County Statement of Economic Interest Submitted and must be completed online this year.
    - ii. Review Illinois Public Library Core Standards Checklist
      - 1. List in Board of Trustees Binder (Serving Our Public 4.0 Standards tab)
      - 2. Discussion of Supplementary Documents
  - k. Set Dates for Policy, Building and Grounds and Advocacy Committees
- 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 of 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)**