

**CALUMET CITY PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
THURSDAY, May 20, 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/91282596529?pwd=b3FCQ0VpbmINL092QVIQV213M0tpQT09>
- Meeting ID: 912 8259 6529
Passcode: 499294
- On a tablet or smartphone, install the free Zoom app and enter:
 - Meeting ID: 912 8259 6529
 - Passcode: 499294
- To call by phone:
 - Dial (312) 626-6799
 - Meeting ID: 912 8259 6529
 - Passcode: 499294

Options for Public Comment:

- By email to Board President Dianne Nichols, 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 April Meeting Minutes – 04-15-2021 Meeting Minutes **(R)**
- IV. Public Comments
 - a. Public in virtual attendance
 - b. Comments received via email
- V. Unfinished Business
- VI. New Business
 - a. Resignation of Carmela Zioboro
 - i. Name a new Recording Secretary to fill position through July 2021 **(R)**
 - b. Discuss Memo on Library damage from 05-09-2021
 - c. Discuss Library's plan for pandemic response
 - d. Approval of April 2021 Financial Report **(R)**
 - e. Approval of first installation of the Johnson Controls Renewal **(R)**
 - i. Vote to approve-- \$15,622.50 for first 6 months, 05/01/21 to 10/31/2021
 - f. Discussion of FY2021-2022 DRAFT Budget

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

- i. Vote to Approve FY2021-2022 DRAFT Budget **(R)**
 - g. Discuss Memo: Migration to M365 Project
 - i. Vote to Approve Statement of Work for Migration and Yearly Contract **(R)**
 - h. Discussion of American Community Bank Signatory Changes
 - i. Vote to remove past Board President Kathleen Chiaro and Former Library Director Jane Rowland as signatories on the CCPL American Community Bank Accounts. **(R)**
 - ii. Vote to add Board President Edna D. Thomas-Nichols, Board Financial Secretary Mary Noy and Library Director Jennifer Hovanec as Signatories to the CCPL American Community Bank Accounts. **(R)**
 - i. Discuss updated job descriptions for Benchmarking including: Library Director, Administrative Assistant, Business Office Assistant, Custodian, Youth Services Manager, IT Manager, Adult Services Manager, Acquisition Services Manager, Circulation Manager, Community Engagement Coordinator
 - i. Vote to Approve updated Job Descriptions for Benchmarking **(R)**
 - j. Department Head Reports—March 2021
 - k. Director Report—March 2021
 - i. Return of Seating to Library
 - ii. Summer Internship Program with TF High Schools
 - iii. 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
 - 4. Supplemental Document
 - l. Memo on Disposal of Property
 - i. Vote to approve the disposal of items listed
 - m. Future Meetings
- 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.
- 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)**