

**Calumet City Public Library Board
Regular Board Meeting
660 Manistee Avenue
Calumet City, Illinois 60409**

Date of Meeting: July 27, 2023

Time: 5:30 p.m.

Location: Calumet City Public Library - 660 Manistee Avenue, Calumet City, Illinois 60409

Minutes of the Board Meeting

Meeting was called to Order at 6:00 p.m. The meeting adjourned at 6:59 p.m.

Roll Call was then conducted.

Trustees Present:

Erica France-Jenkins

Sam Williams Jr.

Camella Johnson

Jesse Tate

Kenneth Jones

Public Comment: No public comment was received by email or in person. (Public comment was tabled until the end of the meeting prior to adjournment.)

Motions

Motion to Approve Meeting minutes for May 25, 2023, meeting was made by Trustee Jones and seconded by Trustee Williams. The Trustees unanimously voted in favor of the motion. The motion carried.

Financial Report

- a) Motion to Approve the Bill Listing for 06/02/23, 06/06/23, 06/15/23, 07/14/23 and 07/26/23 was made by President France -Jenkins and seconded by Trustee Jones. The Trustees unanimously voted in favor of the motion. The motion carried.
- b) Motion to Approve the capital improvement loan/disbursements from City of Calumet City was made by Trustee Tate and seconded by Trustee Jones. The Trustees unanimously voted in favor of the motion. The motion carried.
- c) Item C was tabled pursuant to Motion by President France -Jenkins and seconded by Trustee Jones. The Trustees unanimously voted in favor of the motion. The motion carried.

- d) Motion to Approve the HVAC expenditures for the Library Community Room was made by Trustee Jones and seconded by Trustee Johnson. The Trustees unanimously voted in favor of the motion. The motion carried.
- e) Motion to Approve the Calumet City Plumbing proposal and expenditures for the Library was made by Trustee Tate and seconded by Trustee Williams. The Trustees unanimously voted in favor of the motion. The motion carried.
- f) Motion to Approve the ADT Security Camera Surveillance contract and expenditures for the Library Cafe was made by Trustee Johnson and seconded by Trustee Jones. The Trustees unanimously voted in favor of the motion. The motion carried.
- g) Item G was tabled pursuant to Motion by Trustee Jones and seconded by Trustee Johnson. The Trustees unanimously voted in favor of the motion. The motion carried.
- h) Special Item H was added and voted upon by the Trustees. Motion by Trustee Tate to instruct Director Mayfield to take action to implement the security firm services that were previously approved as soon as possible and to order staff uniforms/apparel in the next seven business days was seconded by Trustee Jones. The Trustees unanimously voted in favor of the motion. The motion carried.¹

Director Reports

Director Mayfield was not present to present the Director Reports due to being outside the library working in conjunction with the Jazz on the Grass event that was taking place.

President Erica France-Jenkins reported to the Trustees that the Summer Reading programs were underway. The Jazz in the Grass, which was in progress outside the library, was going forward every Wednesday. She also confirmed that the Library Café was open for business.

New Business

There was no new business.

Old Business

The Trustees wanted counsel to work on the Community Room Rental Policy and possible rental agreements for review.

Announcements

There were no announcements. Trustee Jones made comments about future visits to other Libraries to be made in the future by Trustees.

¹ Director Mayfield advised the Trustees that the Security Services were scheduled to start on July 31, 2023.

Executive Session

Motion to enter executive session was made by Trustee Jones and seconded by Trustee Tate at 6:26 p.m. The Trustees unanimously voted in favor of the motion. The motion carried.

Executive Session was conducted.

Motion to exit executive session was made by Trustee Jones and seconded by Trustee Johnson at 7:10 p.m. The Trustees unanimously voted in favor of the motion. The motion carried.

Resumption of Regular Meeting

Previously Tabled: A Motion to approve Fiscal Year 2024 Proposed Library Budget under Financial Report item c, was made by Trustee Jones and seconded by Trustee Johnson. The Trustees unanimously voted in favor of the motion. The motion carried.

Previously Tabled: A Motion to Authorize the Library to borrow \$250,000.00 from its reserve fund and transfer funds to its operating account as necessary to pay monthly payroll and expenses until such time as library tax proceeds are remitted to the Library (under Financial Report item g) was made by Trustee Tate and seconded by Trustee Jones. The Trustees unanimously voted in favor of the motion. The motion carried.

Motion to Adjourn was made by President France-Jenkins and seconded by Trustee Jones. The Trustees unanimously voted in favor of the motion. The motion carried.