

**MINUTES OF THE FEBRUARY 22, 2021
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
ONLINE MEETING VIA ZOOM**

1) Call to Order: Per Illinois Public Act 101-0640, this meeting will be held by remote attendance. President Vanessa Bradley called the meeting to order at 7:02 p.m.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Trustee Felicia Houston Treasurer Pat McCreary, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Felicia Houston, Library Director Christyn Rayford and Business Manager Edna Burns.

Absent:

3) Introduction of Guests – None

4) Public Comments – None

Members of the Public are invited to speak to the Board. Speakers are allowed three (3) minutes to address the Board. Individuals will not be allowed to speak a second time until all speakers who wish to address the Board have been recognized.

5) Correspondence – None

6) Approval of Minutes

a) Treasurer McCreary moved to approve the Minutes of the regularly scheduled meeting on January 25, 2021, of the South Holland Public Library Board of Trustees. Vice-President Van Deursen seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, MacKenzie, Rohm, McCreary, Houston

Nays: None

Absent:

Motion carried.

7) Approval of Bills

a) Secretary MacKenzie moved to approve the February 22, 2021 bills submitted for payment in the amount of \$17,019.43. Treasurer McCreary seconded the motion.

Director Rayford notified the Board that we have seen a spike in ComEd bills for the last two months. We are requesting an Energy Assessment be made to determine the reason for the increase.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, MacKenzie, Rohm, Houston

Nays: None

Absent:

Motion carried.

8) Financial Reports

- a) Trustee Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for February, 2021. Secretary MacKenzie seconded the motion.

President Bradley asked about property taxes for February. Business Manager Burns indicated that the taxes will be reported next month after the end of February.

Roll Call:

Ayes: Bradley, Van Deursen, MacKenzie, Rohm, McCreary, Houston

Nays: None

Absent:

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – Business Manager Burns explained that there was leakage on the west side of the building. The roofing company stated that there may be small holes in the roof around the drains. When the weather allows we will need to have a silicone coating put down. We are planning to have a fiber membrane coating put on the entire roof next fiscal year.
- b) Finance – Treasurer McCreary thanked Director Rayford and Business Manager Burns for the salary documents that were given to the Committee. The Finance Committee agreed to a minimum of 2.2% not to exceed 3.25% merit increase for the staff.

The next Finance Committee meeting will be held on March 22, 2021 at 6:00 p.m.

10) Unfinished Business

- a) **Per Capita Grant FY2021 – For Action**

Secretary McKenzie moved to approve and submit the Per Capita Grant FY2021. Trustee Houston seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, MacKenzie, Rohm, McCreary, Houston

Nays: None

Absent:

Motion carried.

11) New Business

- a) **Staff Merit Increases for FY2021-2022– For Action**

Trustee Houston moved to approve the staff merit increases for FY2021-2022 not to exceed 3.25% per individual. Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, MacKenzie, Rohm, Houston

Nays: None

Absent:

Motion carried.

b) Salary Grade Schedule for January, 2022 – For Action

Trustee Houston moved to approve the Salary Grade Schedule for January, 2022. Trustee Rohm seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, MacKenzie, Rohm, Houston

Nays: None

Absent:

Motion carried.

12) Library Director's Report

- a) Director Rayford reported that the Library reopened to the public on a limited basis on February 1st. We have had 334 Curbside checkouts since being opened.
- b) Director Rayford reported that the Library was closed on February 16th due to the weather.
- c) Director Rayford reported that the presentation by Kelly Campos was a great success for Black History Month.
- d) Director Rayford reported that the Spring edition of the newsletter is coming out soon.
- e) Director Rayford reported that we will also be sponsoring a Mariachi concert May 21st at 4:30 p.m.
- f) Director Rayford reported that the Library will be showing *Soul* as an outdoor movie on May 28th at 7:00 p.m.

13) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is March 22, 2021 at 7:00 p.m.

14) Adjournment

At 7:27 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date