

**MINUTES OF THE JUNE 28, 2021  
REGULAR MEETING  
OF THE SOUTH HOLLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
NORTH MEETING ROOM**

- 1) **Call to Order:** The meeting was held in-person. President Vanessa Bradley called the meeting to order at 7:02 p.m.
  
- 2) **Swearing In of Appointed Trustee**  
Secretary Elaine MacKenzie administered the Oath of Office to Trustee Felicia Houston.
  
- 3) **Election of Board Officers for 2021-2023**  
The Board unanimously approved the election of Felicia Houston as Vice-President for 2021-2023.
  
- 4) **Appointment of Committees for 2021-2023**  
The Board unanimously approved the appointment of Pat Rohm for the Building and Grounds committee for 2021-2023.  
  
The Board unanimously approved the appointment of Pat McCreary Cannon for the Finance committee for 2021-2023.
  
- 5) **Appointment of Open Meetings Act (OMA) Officer for 2021-2023**  
The Board unanimously approved the appointment of Janice Newman as officer for the Open Meetings Act for 2021-2023.
  
- 6) **Roll call:**  
  
Present: President Vanessa Bradley, Vice-President Felicia Houston, Treasurer Pat McCreary Cannon, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Janice Newman, Library Director Christyn Rayford and Business Manager Edna Burns.  
Trustee Angela Oldenkamp arrived at 7:04 p.m.  
  
Absent: None
  
- 7) **Introduction of Guests – None**
  
- 8) **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.
  
- 9) **Correspondence – None**
  
- 10) **Approval of Minutes**
  - a) Treasurer McCreary Cannon moved to approve the Minutes of the regularly scheduled meeting on May 24, 2021 of the South Holland Public Library Board of Trustees. Trustee Newman seconded the motion.  
Roll Call:

Ayes: Bradley, Houston, MacKenzie, Rohm, McCreary Cannon, Oldenkamp, Newman  
Nays: None  
Absent:  
Motion carried.

#### **11) Approval of Bills**

- a) Secretary MacKenzie moved to approve the June 28, 2021 bills submitted for payment in the amount of \$33,916.59. Trustee Rohm seconded the motion.  
Roll Call:  
Ayes: Bradley, Houston, MacKenzie, Rohm, McCreary Cannon, Oldenkamp, Newman  
Nays: None  
Absent:  
Motion carried.

#### **12) Financial Reports**

- a) Vice-President Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for June, 2021. Secretary MacKenzie seconded the motion.  
Roll Call:  
Ayes: Bradley, Houston, MacKenzie, Rohm, McCreary Cannon, Oldenkamp, Newman  
Nays: None  
Absent:  
Motion carried.
- b) Review of Village Financials.

#### **13) Committee Reports**

- a) Building & Grounds – No Report  
b) Finance – No Report

#### **14) Unfinished Business**

##### **a) Space Needs Assessment Designs – For Discussion**

Director Rayford explained the renditions to the Board. She would like to address the pit, teen room and east entrance first. Another patio will be on the East side of the building.

Trustee Rohm asked How does Lansing Public Library utilize their atrium area?

President Bradley wants all the Board to attend in-person when P.A.D. comes to make their presentation next month.

#### **15) New Business**

##### **a) 2.0 South Holland Public Library Board of Library Trustees Roster – For Action**

Trustee Oldenkamp moved to approve the revisions to 2.0 Library Board Roster as discussed. Trustee Newman seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, Rohm, McCreary Cannon, Oldenkamp, Newman

Nays: None

Absent:

Motion carried.

- b) Illinois Public Library Annual Report FY2020-2021 (IPLAR) – For Action**  
Vice-President Houston moved to approve and submit the Illinois Public Library Annual Report FY2020-2021. Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, Rohm, McCreary Cannon, Oldenkamp, Newman

Nays: None

Absent:

Motion carried.

- c) Semi-Annual review of Closed Session minutes – For Action**

Vice-President Houston moved to keep all Closed Session Minutes closed.

Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, Rohm, McCreary Cannon, Oldenkamp, Newman

Nays: None

Absent:

Motion carried.

#### **16) Library Director's Report**

- a)** Director Rayford informed the Board that the Library is open full hours as of June 1<sup>st</sup>. Masks are optional and not required for the vaccinated.
- b)** Director Rayford announced that we are looking to hire a Public Services Librarian and Assistant.
- c)** Director Rayford announced the Summer Reading Kick-off went well. Secretary MacKenzie stated that once the inflatables were inflated again many children appeared and enjoyed themselves. President Bradley thanked the Board for coming to the Kick-Off and encouraged them to continue to support the Library.
- d)** Director Rayford asked the Board if they wanted to continue to hold hybrid meetings.
- e)** President Bradley asked Director Rayford if headsets for the Board could be purchased.
- f)** Director Rayford informed the Board of the Illinois Attorney General FOIA/OMA portal is down.

#### **17) Announcements**

The next regular meeting of the South Holland Public Library Board of Trustees is July 26, 2021 at 7:00 p.m. It will be held in-person and on Zoom. The in-person meeting will be held in the North Meeting Room.

#### **18) Adjournment**

At 7:52 p.m. Secretary MacKenzie moved the Board adjourn until the next regular meeting. Vice-President Houston seconded the motion. Motion unanimously carried.

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(Secretary's Signature)

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Date