

MINUTES OF THE MARCH 27, 2023
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
Small Meeting Room

1) CALL TO ORDER

President Vanessa Bradley called the meeting to order at 6:01 pm

2) ROLL CALL

Present: President Vanessa Bradley, Treasurer Pat McCreary, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Janice Newman, Director Christyn Rayford and Assistant Director Amilcar Perez. Vice President Felicia Houston arrived at 6:10 pm. Treasurer Pat McCreary left at 6:08 pm.

Absent: Trustee Angela Oldenkamp

3) INTRODUCTION OF GUESTS

President Vanessa Bradley introduced Sonia Harrington, future elected Trustee to replace Trustee Pat Rohm.

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 Pat McCreary moved to approve *the minutes of the February 27, 2023. Pat Rhom seconded.*

Rollcall:

Ayes: Vanessa Bradley, Pat McCreary, Elaine MacKenzie, Pat Rohm, Janice Newman.

Nays: None

Absent: Felicia Houston, Angela Oldenkamp

Motion carried.

7) APPROVAL OF BILLS

- a. Treasurer Patricia McCreary moved to approve the March 27, 2023 bills submitted for payment in the amount of \$ 30, 416.13. Secretary Elaine MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Pat McCreary, Elaine MacKenzie, Pat Rohm, Janice Newman,

Nays: None

Absent: Felicia Houston, Angela Oldenkamp

Motion Carried.

**Attachment included in Board packet. For further information, please contact: Christyn Rayford, Library Director; South Holland Public Library, 16250 Wausau Avenue, South Holland, IL 60473; 708-527-3150 or christyn@shlibrary.org. Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Library Director at least 24 hours in advance of the meeting date.*

8) FINANCIAL REPORTS

- a) Secretary MacKenzie moved to approve the Revenue & Expenditure Reports Year-to-Date for February 2023. Trustee Janice Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Pat McCreary, Elaine MacKenzie, Pat Rohm, Janice Newman.

Nays: None

Absent: Felicia Houston, Angela Oldenkamp

Motion Carried

Comments: Director Rayford indicated that all the reports that were still missing at the previous meeting are in and all the data is included for review.

- b) Review of Village Financials for February 2023*

Comments: Director Rayford mentioned that the Village is transitioning to an electronic system and some transitional adjustments might be expected.

- c) Trustee Pat Rohm moved to approve the Revenue & Expenditure Reports Year-to-Date for March 2023. Trustee Janice Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Elaine MacKenzie, Pat Rohm, Janice Newman.

Nays: None

Absent: Angela Oldenkamp, Pat McCreary

Motion Carried

- d) Review Village Financials for March 2023*

9) COMMITTEE REPORTS

- a) Building & Grounds: President Bradley informed that funds will be saved for roofing expected to be replaced approximately within the next 4 years.
- b) Finance Report: Director Rayford informed the 4.5% levy increase was mostly allocated to Salaries, FICA, and Medical Insurance and the remainder was added to other expenses including an increase in for professional development for staff who attend conferences to present. This year there were no significant expenses in this area as the Library was short in staff. Lifelong learning at all levels is strongly encouraged as it is part of staff development.

In addition, the departure of the Maintenance Assistant might derive in hiring cleaning services which would incur other expenses.

10) UNFINISHED BUSINESS

No unfinished business

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11) NEW BUSINESS

- a) Approval of Working Budget FY2023-2024. —For Action*

Secretary MacKenzie moved to approve the working budget for FY2023-2024 totaling \$2,652,831.00. Trustee Newman seconded the motion

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Elaine MacKenzie, Pat Rohm, Janice Newman.

Nays: None

Absent: Angela Oldenkamp, Pat McCreary

Motion Carried

Comments: No comments

- b) Resolution 2024-01 Library Appropriation and Levy for FY2023-2024. —For Action*

Vice President Houston moved to approve the appropriation for FY2023-2024 totals \$ 2,652,831.00 and the levy totals \$ 2,484,331.00. Trustee Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Elaine MacKenzie, Pat Rohm, Janice Newman.

Nays: None

Absent: Angela Oldenkamp, Pat McCreary

Motion Carried

12) LIBRARY DIRECTOR'S REPORT

- a) Director Rayford informed that the interior and door signage is expected at the end of April.
- b) She informed the staffing activity: new staff members are expected to be added to the team including a Public Service Assistant and a Circulation Clerk. She informed that Youth Services is completely staffed. She added it is likely that soon we will be in search for a Community Engagement Coordinator.
- c) She informed that the Chess Club is for all ages and that it has been a success.
- d) She informed the plans for the Summer Kickoff are in development.
- e) She informed that plans for the Staff In-Service Day are in development.
- f) She informed that having staff who speak Spanish has been helpful.
- g) She informed that the ATLAS Trustee Day is on Saturday, May 20, 2023 – Alsip Library

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, April 24, 2023 at 6:00 p.m.

13) ADJOURNMENT

Secretary MacKenzie moved to adjourn the meeting at 6:31pm. Motion carried unanimously.

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Elaine MacKenzie, Secretary

Date

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