



South Holland Public Library

www.shlibrary.org

16250 Wausau Avenue • South Holland, IL 60473 • Phone: (708) 527-3150 • Fax: (708) 331-6557

MINUTES OF THE APRIL 24, 2023
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES

1) CALL TO ORDER

President Vanessa Bradley called the meeting to order at 6:05 pm

2) ROLL CALL

Present: President Vanessa Bradley, Vice President Felicia Houston, Treasurer Patricia McCreary-Cannon, Secretary Elaine MacKenzie, Angela Oldenkamp, Director Christyn Rayford, and Assistant Director Amilcar Perez.

Absent: Trustee Pat Rohm, Trustee Janice Newman

3) INTRODUCTION OF GUESTS

Trustee MacKenzie introduced Sonya Harrington, future elected Trustee.

4) PUBLIC COMMENTS

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-Cannon moved to approve the minutes of the March 27, 2023, Regular Meeting of the South Holland Public Library Board of Trustees. Vice President Felicia Houston Seconded*

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,, Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

- b. President Vanessa Bradley moved to approve the minutes of the March 27, 2023, Finance Committee Meeting of the South Holland Public Library. Treasurer Patricia McCreary-Cannon seconded*

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,,

**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; 708-527-3104 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.*



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Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

7) APPROVAL OF BILLS

- a. Approval of the April 24, 2023 bills. *

Vice President Felicia Houston moved to approve the April 24, 2023, bills submitted for payment in the amount of **\$54,107.07**. Trustee Angela Oldenkamp seconded.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,, Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

8) FINANCIAL REPORTS

- a. Vice President Felicia Houston moved to approve the Revenue & Expenditure Reports Year-to-Date for April 2023.* Secretary Elaine MacKenzie seconded.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,, Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

- b. Review Village Financials*

9) COMMITTEE REPORTS

- a. Building & Grounds: Director Christyn Rayford and Assistant Director Amilcar Perez explained that the Non-Fiction shelving was installed and that concludes the re-shelving project after the renovation; the interior and door signage company is behind but is expected to install by the end of April or in May; the batteries for all the emergency lights were changed and a testing scheduled was developed; an inventory of thermostats and AC/Heating areas was conducted; and the sensor and mechanicals of the YS bathroom was replaced as it was faulty. The Director further explained the need to have a railing to access the building through the side door as it will be the way for staff to access and leave the building during opening and closing. In addition, lighting and access system will be installed for the same purpose.
- b. Finance Report – nothing to report

10) UNFINISHED BUSINESS- NONE

11) NEW BUSINESS

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- a. Resolution 2024-02 Non-Resident Fee —For Action*
Secretary Elaine MacKenzie moved to approve Resolution 2024-02 Authorizing Non-Resident Library Cards for FY2023-2024 as discussed. Trustee Angela Oldenkamp seconded.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,, Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

Comments: Director Rayford explained the calculation for the cost for Non-Resident Library Cards as indicated in the resolution.

- b. Strategic Plan Goals Year 5 FY2023-2024—For Action*
Vice President Felicia Houston moved to approve Strategic Plan Goals Year 5 for FY2023-24, as discussed. Treasurer Patricia McCreary-Cannon seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,, Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

Comments: Director Rayford summarized the strategic goals accomplished this fiscal year and outlined the new strategic goals for next fiscal year.

- c. Cleaning Services Quotes—For Discussion*

Comments: Director Rayford explained that our custodian hours were increased temporarily to compensate for our assistant absence and the results will be assessed. The Director explained our efforts to recruit a Part-Time Maintenance Assistant as well as the alternatives to secure cleaning services while we hire. Two cleaning companies were discussed and one was selected if need be to use them should the workload be overwhelming for our current custodian.

- d. Destruction of Closed Meeting Verbatim Recording—For Action

Trustee Angela Oldenkamp, in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic, moved to approve the destruction of the verbatim recordings of the Closed Financial Committee Meeting held on February 19, 2021. Secretary Elaine MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,,

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Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

e. Destruction of Finance Committee Verbatim Recordings —For Action

Secretary Elaine MacKenzie, in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic, moved to approve the destruction of the verbatim recordings of the Financial Committee Meetings held on April 27, 2020, February 15, 2021 and March 22, 2021. Vice President Felicia Houston seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,, Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

f. Destruction of Verbatim Recordings —For Action

Trustee Angela Oldenkamp, in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic, moved to approve the destruction of the verbatim recordings of the regular board meetings held on July 27, 2020; August 24, 2020; September 28, 2020; October 26, 2020; November 16, 2020; December 14, 2020; January 25, 2021; February 22, 2021; March 22, 2021; April 26, 2021; May 24, 2021; June 28, 2021; July 26, 2021; August 23, 2021; September 27, 2021. Secretary Elaine MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie,, Angela Oldenkamp

Nays: None

Absent: Pat Rohm, Janice Newman.

Motion carried

LIBRARY DIRECTOR'S REPORT

- a. Director Rayford reminded the board about the Statement of Economic Interest, which is due Monday, May 1, 2023.
- b. She informed that all Library employees and trustees need to have a RAILS L2 account for information and professional development.
- c. She informed that the Library is getting ready for the Summer Reading Kick Off Party.
- d. She informed that the Library staff is getting ready for the Staff In-Service.
- e. She informed that the Library will be hiring a Community Engagement Coordinator soon.

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12) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is May 22, 2022, at 6:00 p.m.

13) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 7.22 p.m. Motion carried unanimously.

Elaine MacKenzie, Secretary

Date

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