

**MINUTES OF THE JUNE 26, 2023  
REGULAR MEETING  
OF SOUTH HOLLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**1) CALL TO ORDER**

Vice-President Felicia Houston called to order at 6:00pm

**2) ROLL CALL**

Present: Vice-President Felicia Houston, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Trustee Angela Oldenkamp, Director Christyn Rayford, and Assistant Director Amilcar Perez. Trustee Janice Newman arrived at 6:03 p.m.

Absent: President Vanessa Bradley, Treasurer Patricia McCreary Cannon.

**3) INTRODUCTION OF GUESTS**

**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\***

- a. From Pat Rohm, former Trustee acknowledging the board in her very positive experience during her serving period.
- b. From the Secretary of State confirming a Per Capita grant in the amount of \$31,660.88.

**6) APPROVAL OF MINUTES**

- a. Secretary Elaine MacKenzie moved to approve the minutes of the May 22, 2023, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Sonya Harrington seconded the motion. \*

Rollcall:

Ayes: Felicia Houston, Elaine MacKenzie, Sonya Harrington, Angela Oldenkamp.

Nays: None

Absent: Vanessa Bradley, Patricia McCreary Cannon, Janice Newman

Motion carried.

**7) APPROVAL OF BILLS**

- a. Trustee Sonya Harrington moved to approve the June 26, 2023, bills submitted for payment in the amount of \$ 32, 621.84. Trustee Janice Newman seconded the motion.

Rollcall:

Ayes: Felicia Houston, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

*\*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](mailto: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.*

Absent: Vanessa Bradley, Patricia McCreary Cannon.  
Motion Carried.

## 8) FINANCIAL REPORTS

- a. Trustee Sonya Harrington moved to approve the Revenue & Expenditure Reports Year-to-Date for June 2023. Secretary Elaine MacKenzie seconded the motion. \*

Rollcall:

Ayes: Felicia Houston, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Absent: Vanessa Bradley, Patricia McCreary Cannon.

Motion Carried.

- b. Review Village Financials\*

## 9) COMMITTEE REPORTS

- a. Building & Grounds – nothing to report
- b. Finance – Director Christyn Rayford reported that the Library received a Per Capita grant in the amount of \$31,660.88.

## 10) UNFINISHED BUSINESS

- a. Permanent Acknowledgement for Former Business Manager — Director Rayford proposed to make her honorary board member with a plaque. The discussion postponed for next meeting.

## 11) NEW BUSINESS

- a. Secretary Elaine MacKenzie moved to approve and submit the Illinois Public Library Annual Report FY2022-23 (IPLAR) as discussed. Trustee Janice Newman seconded the motion. \*

Rollcall:

Ayes: Felicia Houston, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Absent: Vanessa Bradley, Patricia McCreary Cannon.

- b. IL Standards Review Chapters 1 and 2

Comments: No comments

- c. Trustee Sonya Harrington moved to approve changes to Policy 1.0 General Library Policies as discussed. Trustee Angela Oldenkamp seconded the motion.

Rollcall:

Ayes: Felicia Houston, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Absent: Vanessa Bradley, Patricia McCreary Cannon.

## 12) LIBRARY DIRECTOR'S REPORT

- a. Library Burglary Update

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Director informed that the damaged door was replaced, sensors were relocated and that we are waiting for the wooden doors for the YS department to be replaced. She also indicated that sensors relocated, keys inventory,

- b. She informed that, Kyla Turner, was hired as Community Engagement Coordinator.
- c. She informed that the Summer Reading Kickoff party was a success in terms of patrons enjoying activities and staying throughout the event.
- d. She informed that Craig Watt was hired as Part-Time Maintenance Assistant.
- b. She informed that the update of the emergency manual has started.

### **13) ANNOUNCEMENTS**

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

### **14) ADJOURNMENT**

Secretary Elaine MacKenzie moved to adjourn the meeting at 6:23pm. Trustee Janice Newman seconded the motion. Motion carried unanimously.

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Elaine MacKenzie, Secretary

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Date