

MINUTES OF THE DECEMBER 18, 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 6:00 p.m.

2) **ROLL CALL**

Present: President Vanessa Bradley, Vice-President Felicia Houston, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Trustee Janice Newman, Trustee Angela Oldenkamp, Director Christyn Rayford, Assistant Director Amilcar Perez

Absent: None

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**

6) **APPROVAL OF MINUTES**

- a. Treasurer Patricia McCreary Cannon, moved to approve the minutes of the November 20, 2023, Regular Meeting of the South Holland Public Library Board of Trustees. Secretary Elaine MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Motion carried

7) **APPROVAL OF BILLS**

- a. Treasurer Patricia McCreary Cannon moved to approve the December 18, 2023 bills submitted for payment in the amount of \$ 58, 564.66. Trustee Janice Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Motion carried

8) **FINANCIAL REPORTS**

- a. Treasurer Patricia McCreary Cannon moved to approve the Revenue & Expenditure Reports Year-to-Date for December 2023. Trustee Janice Newman seconded the motion.

**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.*

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Motion carried

- b. Review Village Financials*

9) **COMMITTEE REPORTS**

- a. Building & Grounds - None

- b. Finance - Finance Committee meetings will take place on January 22 at 7:00 pm and March 25 at 7:00 pm.

10) **UNFINISHED BUSINESS - None**

11) **NEW BUSINESS**

- a. Vice-President Felicia Houston moved to approve and submit the Per Capita Grant FY2024 as discussed. Treasurer Patricia McCreary Cannon seconded the motion.

Comments – Director Christyn Rayford indicated that the grant has been used in several initiatives including but not limited to digital collections such as Hoopla and Overdrive, social and emotional kits for teens and kids, migrating our website to a new platform, software for self-check stations, and meeting marketing goals in terms of training and outreach.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Motion carried

- b. Trustee Janice Newman moved to approve 1.13 Date and Time of Library Board Meetings 2024 as discussed. Trustee Sonya Harrington seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Motion carried

- c. All Staff Attendance to Reaching Forward North Conference on May 10, 2024 — For Discussion

Comments - Director Rayford stated that Reaching Forward is a more relevant alternative than ALA as it offers training that targets more public libraries. It also represents an opportunity to consolidate the training to a single day as opposed to a multiple day series of sessions, which is the case of ALA. Therefore, to send the whole staff is a cost-effective and logistical sound opportunity.

- d. Vice-President Felicia Houston moved to approve closing for Library Staff Professional Development on Friday, May 10, 2024, August 1, 2024 and December 6, 2024 as discussed. Trustee Janice Newman seconded the motion.

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Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Motion carried

- e. Vice-President Felicia Houston moved to approve Christyn Rayford, Director to attend PLA in Columbus, Ohio in April 2024 as discussed. Treasurer Pat McCreary Cannon seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Motion carried

12) LIBRARY DIRECTOR'S REPORT

- a. Director Christyn Rayford informed that the Kyla Turner, Engagement Coordinator has been promoted to full time.
- b. She informed that the Library is looking for a new Maintenance Assistant.
- c. She also informed that the Circulation Department is finalizing the hiring process for a new Circulation Clerk.
- d. She informed that the preparations of the Black History Month celebrations, especially Wakanda Night II are in progress.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, January 22, 2024 at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie called to adjourn the meeting at 6.43 p.m. Motion carried unanimously.

Elaine MacKenzie, Secretary

Date

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