

MINUTES OF THE JUNE 24, 2035
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES

1) CALL TO ORDER

President Vanessa Bradley called the meeting to order at 6:04 p.m.

2) ROLL CALL

Present: President Vanessa Bradley, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Janice Newman, Director Christyn Rayford, Assistant Director Amilcar Perez.

Absent: Vice-President Felicia Houston, Trustee Sonya Harrington, Trustee Angela Oldenkamp.

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

- a. Letter from the Secretary of State awarding a Per Capita grant in the amount of \$31,875.53.

6) APPROVAL OF MINUTES

- a. Treasurer Patricia McCreary Cannon moved to approve the minutes of the April 22, 2024 Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Janice Newman seconded the motion.

Roll Call:

Ayes: President Vanessa Bradley, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Janice Newman.

Nays: None

Absent: Vice-President Felicia Houston, Trustee Sonya Harrington, Trustee Angela Oldenkamp.

7) APPROVAL OF BILLS

- a. Treasurer Patricia McCreary Cannon moved to approve the June 24, 2024 bills submitted for payment in the amount of \$ 31, 704.83. Trustee Janice Newman seconded the motion.

Roll Call:

Ayes: President Vanessa Bradley, Treasurer Patricia McCreary Cannon, Secretary Elaine

**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.*

MacKenzie, Trustee Janice Newman.

Nays: None

Absent: Vice-President Felicia Houston, Trustee Sonya Harrington, Trustee Angela Oldenkamp.

8) FINANCIAL REPORTS

- a. Secretary Elaine MacKenzie moved to approve the Revenue & Expenditure Reports Year-to-Date for June 2024. Treasurer Patricia McCreary Cannon seconded the motion.

Roll Call:

Ayes: President Vanessa Bradley, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Janice Newman.

Nays: None

Absent: Vice-President Felicia Houston, Trustee Sonya Harrington, Trustee Angela Oldenkamp.

- b. Review Village Financials for FY2023-2024. *

Comments: Director Rayford informed that at the end of fiscal \$676,444.66 to be rolled over to the present fiscal year, bringing the Other Cash account to \$1,369,098.97.

President Vanessa Bradley emphasized that this surplus was achieved by the current board that took over its role at a time when there was a deficit. She added that the Library is fiscally sound with no debts and without the need to cut any services or reducing staff. Trustee Janice Newman acknowledged the hard work of Director Rayford.

9) COMMITTEE REPORTS

- a. Building & Grounds – Director Rayford informed that the new Public Announcement system was installed, as well as the Fire Massive Announcement required by the Village.
- b. Director Rayford informed that The State of Illinois paid a visit to the library to evaluate how the Live and Learn Construction Grant was utilized applauding the work that was done. They re-stated the fact that we can only apply for that grant every three years. During their visit, they also stated that the current lower level bathrooms are not meeting current ADA building code.
- c. Director Rayford recommended given our current financial state, and the potential for cost of inflation increases, the Library roof should be replaced in Fall 2024. The renovations of the lower floor main bathrooms and the Library Courtyard will follow.
- d. Finance - None

10) UNFINISHED BUSINESS - None

11) NEW BUSINESS

- a. IL Standards Review Chapters 1 and 2 – No Comments
- b. Secretary Elaine MacKenzie moved to approve and submit the Illinois Public Library Annual Report (IPLAR) FY2023-24 as discussed. Treasurer Patricia McCreary Cannon seconded the motion.

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Roll Call:

Ayes: President Vanessa Bradley, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Janice Newman.

Nays: None

Absent: Vice-President Felicia Houston, Trustee Sonya Harrington, Trustee Angela Oldenkamp

- c. Treasurer Patricia McCreary Cannon moved to approve Library Roof Replacement Project and Bid Process with Justin Pathman of Rethink Owner Solutions, LLC providing bid specifications for Fall 2024, as discussed. Trustee Janice Newman seconded the motion.

Roll Call:

Ayes: President Vanessa Bradley, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Janice Newman.

Nays: None

Absent: Vice-President Felicia Houston, Trustee Sonya Harrington, Trustee Angela Oldenkamp

12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford informed that The Library Summer Reading Program Adventure Under the Bigtop is underway.
- b. She also informed that to improve access, achieve meeting and study room bookings and improve our events calendar for patron use, we are interviewing web designers to update our website by calendar end.
- c. She informed that after interviewing 5 cleaning companies, we selected Amato Cleaning.
- d. She informed that the Village of South Holland is expanding the Fire Department next door impacting the East Far North Landscaping as a result.

13) ANNOUNCEMENTS

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

14) ADJOURNMENT

Secretary MacKenzie moved the Board to adjourn the meeting at 6:33 pm. The motion carried.

Elaine MacKenize, Secretary

Date

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