

MINUTES OF THE JULY 22, 2024
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY

1) CALL TO ORDER

President Vanessa Bradley called the meeting to order at 6:01 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: Treasurer Patricia McCreary Cannon (arrived at 6:02 p.m.), Trustee Janice Newman (arrived at 6:06 p.m.)

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 - None

6) APPROVAL OF MINUTES

- a. Secretary Elaine MacKenzie moved to approve the minutes of the June 24, 2024, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Angela Oldenkamp seconded the motion.

Roll call:

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

Nays: None

Absent: Janice Newman

Motion Carried

7) APPROVAL OF BILLS

- a. Trustee Angela Oldenkamp moved to approve the July 24, 2024, bills submitted for payment in the amount of \$ 29, 767.43. Vice-President Felicia Houston seconded the motion.

Roll call:

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

Nays: None

Absent: Janice Newman

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; 708-527-3104 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.*

8) FINANCIAL REPORTS

- a. Trustee Sonya Harrington moved to approve the Revenue & Expenditure Reports Year-to-Date for July 2024. Treasurer Patricia McCreary Cannon.

Roll call:

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

Nays: None

Absent: None

Motion Carried

- b. Review Village Financials*

9) COMMITTEE REPORTS

- a. Building & Grounds --- No report
- b. Finance --- No report

10) UNFINISHED BUSINESS

- a. Illinois Library Standards Chapters 3 & 4 — For Discussion

Comments – Director Rayford indicated that the new onboarding checklist, outlaying consistent procedures across departments for any new hire and updated our separation procedures in the process, spearheaded by Assistant Director, Amilcar Perez, is completed.

- b. Roof Replacement Project Update

Comments – Director Rayford indicated that the Roof Replacement Project has been temporarily postponed as we are a shared building with the Village of South Holland and questions of square footage and financing arose. We also are seeking clarity at this time from our Roofing Company as to the quality of the installation beneath the existing roof before we proceed.

11) NEW BUSINESS

- a. Vice-President Felicia Houston moved to approve Resolution 2025-03 Transferring Funds to Other Cash Funds as discussed. Treasurer Patricia McCreary Cannon seconded the motion.

Roll call:

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

Nays: None

Absent: None

Motion Carried

- b. Treasurer Patricia McCreary Cannon moved to approve changes to the 9.0 Circulation Policy as discussed. Trustee Janice Newman seconded the motion.

Roll call:

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

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Nays: None
Absent: None
Motion Carried

12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford informed that the In-Service scheduled for August 2nd was cancelled as speakers that we had contact with to facilitate our activities are unexpectedly unavailable on that date. The safety portion of the In-Service will take place in December.
- b. She informed that the Summer Reading Finale, Adventure Under the Big Top, will take place on Saturday, August 3rd. It will be an after-hours event that will include Axe Throwing for Adults, Foam Party for Kids, Drive in Movie after dark and a taco truck.
- c. She informed that Library market was selected as the new web designer for the SHPL website to better incorporate features relevant to our community. Some updates we are requiring is a better library event registration calendar, room and space booking features and a new tone that better represents the Library and our goals.
- d. She mentioned that the ILA Annual Conference will take place on October 8 -10th. Some staff will be paneling and/or poster presenters.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is August 26, 2024, at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 6.35. The motion carried unanimously.

Elaine MacKenize, Secretary

Date