

MINUTES OF THE SEPTEMBER 26, 2024
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: Newman arrived 6:03 pm

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. Treasurer Patricia McCreary Cannon moved to approve the minutes of the regularly scheduled meeting on August 26, 2024 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, Angela Oldenkamp.

Nays: None

Absent: Janice Newman

Motion carried

7) **APPROVAL OF BILLS**

- a. Treasurer Patricia McCreary Cannon moved to approve the September 23, 2024 bills submitted for payment in the amount of \$ 34, 600.46. Vice-President Felicia Houston seconded the motion.

Rollcall:

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

Nays: None

Absent: Janice Newman

Motion carried

Comments: Trustee Oldenkamp asked about a 2 -year Elm USA warranty charge. Director Rayford informed it is a CD Disc cleaner used by Technical Services.

**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. Vice-President Felicia Houston moved to approve the Revenue & Expenditure Reports Year-to-Date for September 2024. Treasurer Patricia McCreary Cannon seconded the motion.

Rollcall:

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

Nays: None

Absent: None

Motion carried

Comments: Treasurer McCreary Cannon asked about the current usage of funds for Membership, Periodicals and Automated Services. Director Rayford informed these are up front costs we incur yearly for annual memberships or renewals. They are one-time expenses.

- b. Review Village Financials

9) **COMMITTEE REPORTS**

- a. Building & Grounds by Sonya Harrington –

Comments: The results of the roof infrared analysis were very positive. The state of the roof is satisfactory and there is no need to replace it, but to add a roofing layer.

- b. Finance by Patricia McCreary Cannon - None

10) **UNFINISHED BUSINESS**

- a. Illinois Library Standards Chapters 7 & 8 — For Discussion

No comments

- b. Roof Replacement Project Update – Trustee Janice Newman moved to approve the re-bid of the South Holland Public Library Roof Replacement project with a 2nd roof overlay for late Fall 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

Absent: None

Motion carried

11) **NEW BUSINESS - None**

12) **LIBRARY DIRECTOR'S REPORT**

- a. Director Rayford informed that the first fan fest “Nerdvana” was a success with over 100 participants.
- b. She informed the In Service for December 6 will include off-site ATLAS training for staff and a second section at the Library to cover safety training.

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- c. She informed that Linda Caruso will retire and there will be a celebration on Thursday, September 26.
- d. She also informed that the Library is working on the fall newsletter.
- e. She informed that the website redesign is advancing as planned.

Trustee Houston applauded the current social media specifically Facebook presence for the library. Treasurer McCreary Cannon asked about this year's Halloween party. Director Rayford informed we have moved away from celebrating seasonal events and focused our attention on culturally authentic and significant programs instead.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, October 28, 2024 at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 6:26. Trustee Sonya Harrington seconded the motion. The motion carried unanimously.

Elaine MacKenize, Secretary

Date