

**MINUTES OF THE FEBRUARY 28, 2022
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES**

1) Call to Order: The meeting was held electronically. President Vanessa Bradley called the meeting to order at 6:00 p.m.

2) Roll call:

Present: President Vanessa Bradley, Treasurer Pat McCreary Cannon, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Janice Newman, Library Director Christyn Rayford and Business Manager Edna Burns.

Absent: Trustee Angela Oldenkamp, Vice-President Felicia Houston

3) Introduction of Guests

Jennifer Jones, Community Engagement Coordinator
Tiffany Nash and Dan Pohrte of Product Architecture & Design
Justin Pathman, ReThink Owner Solutions

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 MacKenzie moved to approve the Minutes of the regularly scheduled meeting on January 24, 2022 of the South Holland Public Library Board of Trustees. Treasurer McCreary Cannon seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, McCreary Cannon, Rohm, Newman

Nays: None

Absent: Oldenkamp, Houston

Motion carried.

7) Approval of Bills

a) Trustee Rohm moved to approve the February 28, 2022 bills submitted for payment in the amount of \$47,475.38. Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, McCreary Cannon, Rohm, Newman

Nays: None

Absent: Oldenkamp, Houston

Motion carried.

8) Financial Reports

- a) Secretary MacKenzie moved to approve the *Revenue & Expenditure Reports Year-to-Date* for February, 2022. Trustee Newman seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, McCreary Cannon, Rohm, Newman

Nays: None

Absent: Oldenkamp, Houston

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – No Report

- b) Finance – Treasurer McCreary informed the Board that the committee agreed to a maximum merit increase of 3% for the staff.

10) Unfinished Business

- a) **Updates from Product Architecture & Design**

Tiffany and Dan informed the Board of the current updates of the renovation.

Trustee Rohm had concerns about having sectionals instead of chairs in the

Adult area. President Bradley liked the designs. Trustee Newman asked about

electrical in the floor or will tables have electric. She also asked if the Wi Fi

would have to be moved. She also asked if during the asbestos removal, will the

library have to close. Tiffany and Dan informed the Board that the project would

be going out for bid in March.

11) New Business

- a) **Salary Schedule for May, 2022 – For Action**

President Bradley moved to approve the Salary Schedule for May, 2022.

Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, McCreary Cannon, Rohm, Newman

Nays: None

Absent: Oldenkamp, Houston

Motion carried.

- b) **Salary Schedule for January, 2023 – For Action**

President Bradley moved to approve the Salary Schedule for January, 2023.

Trustee Rohm seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, McCreary Cannon, Rohm, Newman

Nays: None

Absent: Oldenkamp, Houston

Motion carried.

- c) **Staff Merit Increases for FY2022-2023 – For Action**

President Bradley moved to approve a maximum merit increase for staff of 3%.

Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, McCreary Cannon, Rohm, Newman

Nays: None

Absent: Oldenkamp, Houston
Motion carried.

d) Compensation for Library Director – For Action

Secretary MacKenzie moved to approve a 3% increase for the Library Director. Trustee Rohm seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, McCreary Cannon, Rohm, Newman

Nays: None

Absent: Oldenkamp, Houston

Motion carried.

12) Library Director's Report

- a) Director Rayford reported that due to weather conditions the Library was closed on February 2nd and 3rd.
- b) She informed the Board that Library card services have resumed to full operational hours as of February 14th.
- c) She informed the Board that the bidding process for the renovation will begin March 21st through March 31st.
- d) She informed the Board that the management team is in the process of getting rid of unnecessary supplies and identifying furniture that will not be needed.
- e) She informed the Board that that the Governor has lifted the mask mandate as of February 28th therefore the Library will not require masks for patrons, but recommend that masks be worn. Youth Services will require that all children wear masks. All staff will continue to wear masks.
- f) She informed the Board that we have completed a Community Analysis Survey and will advertise it to the public soon.

13) Announcements

The next regular meeting of the South Holland Public Library Board of Trustees is March 28, 2022 at 6:00 p.m.

14) Adjournment

At 7:02 p.m. Secretary MacKenzie moved the Board adjourn until the next regular meeting. Trustee Rohm seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date