

**MINUTES OF THE JANUARY 25, 2021
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
ONLINE MEETING VIA ZOOM**

1) Call to Order: Per Illinois Public Act 101-0640, this meeting will be held by remote attendance. President Vanessa Bradley called the meeting to order at 7:02 p.m.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Treasurer Pat McCreary, Secretary Elaine MacKenzie, Trustee Pat Rohm, Library Director Christyn Rayford and Business Manager Edna Burns.

Absent: Trustee Felicia Houston

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 McCreary moved to approve the Minutes of the regularly scheduled meeting on December 14, 2021, of the South Holland Public Library Board of Trustees. Vice-President Van Deursen seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, MacKenzie, Rohm, McCreary

Nays: None

Absent: Houston

Motion carried.

7) Approval of Bills

a) Secretary MacKenzie moved to approve the December 14, 2020 bills submitted for payment in the amount of \$38,297.49. Trustee Rohm seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, MacKenzie, Rohm

Nays: None

Absent: Houston

Motion carried.

8) Financial Reports

a) Trustee Rohm moved to approve the *Revenue & Expenditure Reports Year-to-Date* for January 14, 2021. Vice President Van Deursen seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, MacKenzie, Rohm

Nays: McCreary

Absent: Houston

Motion carried.

- b) Review of Village Financials for December, 2020.

9) Committee Reports

- a) Building & Grounds – No report
- b) Finance – Trustee Rohm will join the Finance Committee to replace former Secretary Banash. Finance meetings will be scheduled at a later date.

Director Rayford asked if the first quarter expenditures could be hidden on the spreadsheet so that the second and third quarter amounts can be easily read. There was no opposition to the request.

10) Unfinished Business

11) New Business

- a) **15.16a Sick Leave Benefits-Temporary for 2021 – For Action**

Secretary MacKenzie moved to approve 15.16a Sick Leave Benefits-Temporary for 2021 for adaption to 15.0 Personnel Policy. Vice-President Van Deursen seconded the motion.

Director Rayford explained with the expiration of the Families First Coronavirus Response Act (FFCRA) on December 31, 2020, there was no policy in place for sick leave for a staff member who may contract the virus and do not earn sick days or a staff member who has exhausted their sick days.

President Bradley asked if there were any major changes from the existing policy and will this policy expire at the end of the year. Director Rayford stated that the only change is that it includes staff members that do not earn sick days. This policy will expire at the end of the year. Vice-President Van Deursen asked if the policy would be reviewed in January, 2022. Director Rayford stated that it is a possibility.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, MacKenzie, Rohm

Nays: None

Absent: Houston

Motion carried.

- b) **2.3.9.7 Succession Policy – For Action**

Trustee Rohm moved to approve 2.3.9.7 Succession Policy for adaption to 2.0 Board By-laws & Governance Policy. Secretary MacKenzie seconded the motion.

Director Rayford explained the Succession Policy to the Board.

Trustee Rohm asked if this was a replacement policy. Director Rayford said that it is not a replacement, the library has never had a policy in place.

President Bradley asked if the policy had to be signed. Director Rayford responded that the policy had to be signed by the Board President, Secretary and Library Director.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, MacKenzie, Rohm

Nays: None

Absent: Houston
Motion carried.

c) Per Capita Grant FY2021 – For Discussion

Director Rayford reviewed the chapters of the FY2021 Per capita requirements. President Bradley asked if the vacancy of former Secretary Banash has to be filled within a specific time. Director Rayford stated that there was no specific timeframe to fill the vacancy.

Referring to Chapter 9: *Public Services: Reference and Reader's Advisory Services*. President Bradley asked if the Library could conduct community surveys during our downtime. Director Rayford stated that we are currently starting to develop surveys for the community. President Bradley expressed her pleasure in the Library addressing its deficits.

12) Library Director's Report

- a) Director Rayford reported that the Library will sponsor FIFTYLEVEN THINGS TO SAY – STORIES & SONGS with Kelly Campos for Black History Month. She encouraged the Board to attend the ZOOM program on February 19th at 7:00 p.m.
- b) Director Rayford reported that we have had 538 curbside pickups.
- c) Director Rayford encouraged the Board to participate in our winter reading program "Snow Tales" that continues through February 26th.
- d) Director Rayford reported that Media on Demand is doing a consortium purchase with Overdrive offering unlimited access to 3,000 magazines for \$1,200 annually. The Library will try this for one year.
- e) Director Rayford is investigating Marketing plans from other libraries. In fiscal year 21-22, she would like to hire a part-time Marketing person.

13) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is February 22, 2021 at 7:00 p.m.

14) Adjournment

At 8:01 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Trustee MacKenzie seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date