

**MINUTES OF THE APRIL 26, 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 Cannon, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Felicia Houston, Library Director Christyn Rayford and Business Manager Edna Burns.

Absent:

3) Introduction of Guests

Angela Oldenkamp, new Board member

Janice Newman arrived at 7:14 p.m., new Board member

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 Cannon moved to approve the Minutes of the regularly scheduled meeting on March 22, 2021, of the South Holland Public Library Board of Trustees. Trustee Rohm seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

b) President Bradley moved to approve the Minutes of the March 22, 2021 Finance Committee meeting minutes. Trustee Rohm seconded the motion.

Roll Call:

Ayes: Bradley, Rohm, McCreary Cannon

Nays: None

Absent:

Motion carried.

7) Approval of Bills

a) Secretary MacKenzie moved to approve the April 26, 2021 bills submitted for payment in the amount of \$49,478.24. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent:
Motion carried.

8) Financial Reports

- a) Trustee Rohm moved to approve the *Revenue & Expenditure Reports Year-to-Date* for April, 2021. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – No Report

- i) Space Needs Assessment & Facility Plan Report by Vice-President Van Deursen.

- b) Finance – No Report

10) Unfinished Business

- a) **Space Needs Assessment: Selection of Architect – For Action**

Vice-President Van Deursen moved to select Product, Architecture and Design (P.A.D) to complete the 2021 Space Needs and Facility Assessment. Trustee Rohm seconded the motion. Vice-President Van Deursen stated that P.A.D. was selected due to the fact that the firm has knowledge of the building because they worked on the elevator project which went well and they specialize in libraries.

Roll Call:

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

Nays: None

Absent:

Motion carried.

11) New Business

- a) **Compensation for Library Director – For Action**

Treasurer McCreary Cannon moved to approve a 3.10% merit increase for Director Rayford. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- b) **Resolution 2022-02 Non-Resident Fee – For Action**

Trustee Houston moved to approve Resolution 2022-02 Authorizing Non-Resident Library cards for FY2021-2022 in the amount of \$277.27. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- c) Strategic Plan Goals Year 3 FY2021-2022 – For Action**
Trustee Houston moved to approve the Strategic Plan Goals Year 3 for 2021-22. Treasurer McCreary Cannon seconded the motion.
Roll Call:
Ayes: Bradley, Van Deursen, McCreary Cannon, MacKenzie, Rohm, Houston
Nays: None
Absent:
Motion carried.
- d) Library Closure for Fourth of July Holiday on Monday July 5th – For Action**
Secretary MacKenzie moved to approve the closing of the Library on Monday July 5th for the Fourth of July Holiday. Vice-President Van Deursen seconded the motion.
Roll Call:
Ayes: Bradley, Van Deursen, McCreary Cannon, MacKenzie, Rohm, Houston
Nays: None
Absent:
Motion carried.
- e) Library Closure for Fall In-Service on Friday, August 6th – For Action**
Secretary MacKenzie moved to approve the closing of the Library on Friday, August 6th for Fall In-Service day. Trustee Houston seconded the motion.
Roll Call:
Ayes: Bradley, Van Deursen, McCreary Cannon, MacKenzie, Rohm, Houston
Nays: None
Absent:
Motion carried.
- f) Community Engagement Coordinator Job Description – For Action**
Trustee Houston moved to approve the Job Description for the Community Engagement Coordinator position. Trustee Rohm seconded the motion. Trustee Houston asked how much the position will be paid. Secretary MacKenzie asked will it become a full time position. President Bradley asked will the Coordinator work with the staff and who do they report to. Director Rayford responded that the position is for 22 hours per week. The position will be paid a Grade 7, the same as the Technology and Business Assistants. The Coordinator will report directly to the Director.
Roll Call:
Ayes: Bradley, Van Deursen, McCreary Cannon, MacKenzie, Rohm, Houston
Nays: None
Absent:
Motion carried.
- g) Salary Grades 2021-05 – For Action**
Secretary MacKenzie moved to approve the updated Salary Grades 2021-05 to include the Community Engagement Coordinator position. Trustee Houston seconded the motion
Roll Call:
Ayes: Bradley, Van Deursen, McCreary Cannon, MacKenzie, Rohm, Houston
Nays: None
Absent:
Motion carried.
- h) Organization Chart Update – For Action**

Trustee Houston moved to approve the updated Organization Chart to include the Community Engagement Coordinator for Library Director Oversight. Secretary MacKenzie seconded the motion. The Organization Chart will be updated from 2017 to 2021.

Roll Call:

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

Nays: None

Absent:

Motion carried.

12) Library Director's Report

- a) Director Rayford informed the Board that during National Library Week the staff will be given lapel pins to wear that says they're doing an Awesome Job, lunch will be provided on Wednesday and donuts on Friday.
- b) Director Rayford reported that the Library is no longer quarantining materials. We will be stopping the "fine free" period, but will give patrons a seven-day grace period.
- c) Director Rayford reported that the Library will re-open to full operating hours on June 1st. We will be bringing out tables and chairs, but will keep the one-hour limit. There will be no in-house programming during the summer.
- d) Director Rayford told the Board that she will become a Board Member on the ATLAS board beginning in May.
- e) The Custodian, Kahlil Slater left on April 16th. A new Circulation clerk, Desiree Epps, will begin on April 19th.
- f) The roofing project will begin in May.
- g) We are participating in the Memorial Day parade and are currently finalizing our Summer Reading Kick-off that will be held at Veteran's Memorial Park on Saturday, June 5th from 12:00-4:00 p.m.
- h) The RAILS Strategic Planning for Trustees is May 11th and the ATLAS Trustee Day is May 22nd.

13) Announcements

- a) Our Vice-President, Don Van Deursen is retiring this month. He was presented with a retirement gift from the Board and Staff.
- b) The next regular meeting of the South Holland Public Library Board of Trustees is May 24, 2021 at 7:00 p.m. It will be held in-person and on Zoom. The in-person meeting will be held in the North Meeting Room.

14) Adjournment

At 8:24 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date