

**MINUTES OF THE MAY 24, 2021
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
NORTH MEETING ROOM**

1) Call to Order: The meeting was held in-person. President Vanessa Bradley called the meeting to order at 7:13 p.m.

2) Swearing In of New Board Members

Secretary Elaine MacKenzie administered the Oath of Office to Trustee Janice Newman and Trustee Angela Oldenkamp.

3) Roll call:

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

Absent: Trustee Pat Rohm

4) Introduction of Guests

5) 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.

6) Correspondence

Thank you note from former Vice-President Don Van Deursen for the bereavement gift from the Board and Library staff.

7) Approval of Minutes

a) Treasurer McCreary Cannon moved to approve the Minutes of the regularly scheduled meeting on April 26, 2021, of the South Holland Public Library Board of Trustees. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

8) Approval of Bills

a) Secretary MacKenzie moved to approve the final bills for FY2020-2021 submitted for payment in the amount of \$81,771.74. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- b) Secretary MacKenzie moved to approve the May 24, 2021 bills submitted for payment in the amount of \$29,500.19. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

9) Financial Reports

- a) Secretary MacKenzie moved to approve the *Revenue & Expenditure Reports for FY2020-2021*. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- b) Secretary MacKenzie moved to approve the *Revenue & Expenditure Reports Year-to-Date* for May, 2021. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- c) Review of Village Financials.

10) Committee Reports

- a) Building & Grounds

- i) The roof will be coated with an aluminum fiber membrane.

- ii) A/V project will begin in the North Meeting room.

- b) Finance – No Report

11) Unfinished Business

12) New Business

- a) **Covid-19 Response and Update – For Discussion**

Director Rayford informed the Board that the Library will open to full hours on June 1, 2021. Some tables have been put out. Study rooms will remain closed. Social distancing will still be in effect. Face masks will be strongly recommended for patrons and staff.

She will ask staff to submit their vaccination cards showing that they are fully vaccinated. She will offer a gift card incentive for staff that submits their cards.

We will maintain the signage reflecting wording going into Phase 5. Trustee Oldenkamp asked about the number of people in the building. Director Rayford explained that the Library has not had the foot traffic that we had pre covid.

13) Library Director's Report

- a) Director Rayford informed the Board that Product Architecture + Design (P.A.D.) has evaluated the building and met with the Managers. Treasurer McCreary Cannon asked if the project would exceed \$600,000 or \$700,000. Director Rayford did not have an estimate for the project yet. Treasurer McCreary Cannon also asked about the Library's savings.
- b) Director Rayford announced that the Library will show the movie "Soul" at 7:00 p.m. on May 28th. Popcorn will be provided.
- c) Director Rayford announced the Summer Reading Kick-off on Saturday, June 5th between 12:00-4:00 p.m. at Veteran's Memorial Park. Fliers will be distributed with candy attached at the Memorial Day parade.
- d) Director Rayford informed the Board that Committees will be formed and a Vice-President appointment will be made at the June meeting.

14) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is June 28, 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.

15) Adjournment

At 7:52 p.m. Secretary MacKenzie moved the Board adjourn until the next regular meeting. Treasurer McCreary Cannon seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date