

**MINUTES OF THE JULY 26, 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 7:04 p.m.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Felicia Houston, Treasurer Pat McCreary Cannon, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Janice Newman, Trustee Angela Oldenkamp, Library Director Christyn Rayford and Business Manager Edna Burns.
Trustee Janice Newman and Treasurer Patricia McCreary Cannon attended via Zoom.

Absent: None

3) Introduction of Guests – Tiffany Nash, product architecture + design

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) Trustee Oldenkamp moved to approve the Minutes of the regularly scheduled meeting on June 28, 2021 of the South Holland Public Library Board of Trustees. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

7) Approval of Bills

a) Secretary MacKenzie moved to approve the June 28, 2021 bills submitted for payment in the amount of \$55,127.47. Vice-President Houston seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

8) Financial Reports

- a) Vice-President Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for June, 2021. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – No Report

- b) Finance – No Report

10) Unfinished Business

- a) **Capital Facility Assessment & Space Needs Assessment with Tiffany Nash of product architecture & Design – For Discussion**

Tiffany explained the proposed renovations.

Trustee Rohm asked about the children's rest rooms. She also asked about the glass wall in the teen room.

Trustee Oldenkamp asked if the window seats would remain. She asked about the children's AV moving to the main floor. The board books will remain on the children's level. She also asked about the projected costs in 2021.

Trustee Rohm asked about the glass wall in teen room.

Tiffany explained that the pit will be put on hold for now.

Director Rayford explained that the HVAC system for the historical society has to be replaced. We will talk to the Village about that cost.

President Bradley asked about the estimated cost once the project goes out to bid.

15) New Business

- a) **Project Contract Approval and Budget Estimate – For Action**

Vice-President Houston moved to approve the contract with product architecture + design for a project estimate of \$1.35 million. Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, Rohm, Oldenkamp,

Nays: McCreary Cannon, Newman

Absent:

Motion carried.

- b) **Resolution 2022-03 Transferring Funds to Other Cash – For Action**

Trustee Oldenkamp moved to approve Resolution 2022-03 Transferring Funds to Other Cash (15-00-115) as discussed. Vice-President Houston seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

c) Community Engagement Coordinator – For Action

Vice-President Houston moved to approve changes to the job description for Community Engagement Coordinator. Trustee Oldenkamp seconded the motion. Trustee Rohm asked where were we posting the position.

Roll Call:

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

Nays: None

Absent:

Motion carried.

16) Library Director's Report

- a) Director Rayford informed the Board that our In-Service Day would be held on Friday, August 6th. It will be a safety training day. She also informed the Board that we are short staffed at this time in almost every department.
- b) Director Rayford showed the Board the new Library logo. The Board liked it.
- c) Director Rayford told the Board that September is Library Card Sign-up month. Each week we will raffle off tote bags with the new logo on it, a \$25 gift card to patrons that get a new card or renew their card and offer patrons candy and pens throughout the month.

17) Announcements

The next regular meeting of the South Holland Public Library Board of Trustees is August 23, 2021 at 7:00 p.m. It will be held in-person. The meeting will be held in the North Meeting Room.

18) Adjournment

At 8:21 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