

**MINUTES OF THE AUGUST 23, 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 7:00 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.

Absent: None

**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 – Nancy Bates, Circulation Clerk, Thank You note.**

**6) Approval of Minutes**

a) Treasurer McCreary Cannon moved to approve the Minutes of the regularly scheduled meeting on July 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 August 23, 2021 bills submitted for payment in the amount of \$19,749.40. Trustee Pat Rohm seconded the motion. Treasurer McCreary Cannon asked about the expenses under Public Relations. Director Rayford explained that the expenses were for In-Service, tote bags for outreach with the new logo and Hispanic Heritage month. Trustee Oldenkamp asked about the WOW and Comcast bills. Director Rayford explained E-RATE Funding. We also discussed unexpected revenue from Better World Books donation.

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 July, 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

### 11) New Business

#### a) Patron Ban – For Discussion

Director Rayford informed the Board that a 3-month ban has been placed on Doyle Landry for his constant harassment of her and some of the staff. He was notified of the ban by the South Holland Police. A couple of days later he showed up at the Library demanding to meet with Director Rayford. Treasurer McCreary Cannon stated that she knows Doyle Landry and she believes he has mental issues. Treasurer McCreary Cannon suggested that he be banned for life. President Bradley seconded.

#### b) Library Staffing – For Discussion

Director Rayford explained that the Library is very short staffed. We are in need of a Youth Services Assistant, Public Services Assistant, Public Services Librarian and three Circulation Clerks. September is Library Card Sign-up month but due to the staffing issues we have to limit library card service. One Circulation Clerk will start this week. Director Rayford explained that we are offering a salary as dictated by the salary schedule.

#### c) Per Capita Grant FY2022-23 – For Discussion

Director Rayford asked the Board to forego the Per Capita Grant discussion until the December meeting.

### 12) Library Director's Report

- a) Director Rayford informed the Board that our In-Service Day training of Safety Standards is very much outdated. It hasn't been updated since 2017. The Managers will begin the update.
- b) Director Rayford reported that the Village came to conduct a safety inspection. They said the doors on the lower level at the base of the east stairs cannot be locked as it poses a fire hazard. The doors will be kept unlocked during library hours.
- c) Director Rayford informed the Board that the movie night on August 13<sup>th</sup> was successful. We purchased a screen and speakers to lower the cost of renting equipment. The Addams Family will be shown on October 1<sup>st</sup>. Trustee

Oldenkamp asked if we considered renting a Port A Potty for movie night. Her concern is the safety of patrons and liability of staff going into the building to use the rest room. Director Rayford said she would investigate it.

**17) Announcements**

The next regular meeting of the South Holland Public Library Board of Trustees is September 27, 2021 at 7:00 p.m. The in-person meeting will be held in the North Meeting Room.

**18) Adjournment**

At 8:47 p.m. Secretary MacKenzie moved the Board adjourn until the next regular meeting. Vice-President Houston seconded the motion. Motion unanimously carried.

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(Secretary's Signature)

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Date