

**MINUTES OF THE SEPTEMBER 27, 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 7:01 p.m.

2) **Roll call:**

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

Trustee Newman arrived at 7:05 p.m.

Absent: Trustee Pat Rohm

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 Cannon moved to approve the Minutes of the regularly scheduled meeting on August 23, 2021 of the South Holland Public Library Board of Trustees. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm, Newman

Motion carried.

7) **Approval of Bills**

a) Vice-President Houston moved to approve the September 27, 2021 bills submitted for payment in the amount of \$27,785.65. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

8) **Financial Reports**

a) Vice-President Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for September, 2021. Trustee Oldenkamp seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Oldenkamp, Newman  
Nays: None  
Absent: Rohm  
Motion carried.

b) Review of Village Financials.

## 9) Committee Reports

a) Building & Grounds

The submersible pumps were installed on September 23<sup>rd</sup>. We were informed that morning that water had to be shut off throughout the building. President Bradley approved closing the Library for the day.

b) Finance – No Report

## 10) Unfinished Business

### 11) New Business

a) **Library Closing for In-Service Day, Friday, December 3, 2021– For Action**

Treasurer McCreary Cannon moved to approve the closing of the Library for Staff In-Service Day on December 3, 2021. Vice-President Houston seconded the motion.

Director Rayford informed the Board that the staff would attend the ATLAS Presentation “Compassion Fatigue” at Gaelic Park either in-person or through Zoom. The cost is \$150 per Library. The Speaker is Ryan Dowd.

b) **16.0 Job Description Policy Update – For Action**

Director Rayford explained that the pages current salary is \$11 per hour with both pages making over the minimum. She is planning to consolidate the page and circulation clerk positions because the page positions will have to be eliminated. HR Source will benchmark our future salary grades. The managers updated the Job Descriptions. Treasurer McCreary Cannon asked if we eliminate the pages, how much will we save. Director Rayford explained that we are not fully staffed with at least 30 people, so she cannot say at this time how much would be saved.

Trustee Oldenkamp asked are we approving the Job Descriptions. Director Rayford explained that the job descriptions presented need approval to be submitted to HR Source for benchmarking.

Trustee Newman asked are we approaching the salary line budget. Director Rayford stated that as we approach \$13 in Jan 2023, we will be over budget.

Treasurer McCreary Cannon asked if we gave inflationary increase to the staff that are at their salary cap. Director Rayford stated that we do not pay staff that has reached their cap.

### 12) Library Director’s Report

Director Rayford informed the Board that the Historical Society cannot be moved so the responsibility in replacing the RTU unit is the Library’s responsibility as per our lease agreement.

Trustee Oldenkamp asked if the Library can encourage people to visit the Historical Society. Director Rayford explained that the Library has no connection with the Historical Society. Trustee Oldenkamp asked how are they funded?

Director Rayford stated that she doesn't know. President Bradley stated that the Library and Historical Societies are both departments of the Village. Vice-President Houston suggested asking Robin, Head of the Historical Society, to attend a Board meeting and give a presentation explaining their intentions.

Director Rayford reported that we have hired two Circulation clerks, one Youth Services Assistant and one Public Services Librarian. The staff is slowly increasing.

Director Rayford informed the Board that the annual ILA Conference will be held virtually on October 12-14. President Bradley, Vice-President Houston and Treasurer McCreary Cannon will attend.

**17) Announcements**

The next regular meeting of the South Holland Public Library Board of Trustees is October 25, 2021 at 7:00 p.m. It will be held in the North Meeting Room.

**18) Adjournment**

At 7:54 p.m. Secretary MacKenzie moved the Board adjourn until the next regular meeting. Trustee Newman seconded the motion. Motion unanimously carried.

---

(Secretary's Signature)

---

Date