

**MINUTES OF THE NOVEMBER 15, 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 Angela Oldenkamp, Trustee Newman, Library Director Christyn Rayford and Business Manager Edna Burns.

Absent: Vice-President Houston

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 October 25, 2021 of the South Holland Public Library Board of Trustees. Trustee Rohm seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

7) Approval of Bills

a) Secretary MacKenzie moved to approve the November 15, 2021 bills submitted for payment in the amount of \$48,157.44. Treasurer McCreary Cannon seconded the motion.

b) Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

8) Financial Reports

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

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – Trustee Rohm reported that the meeting with product architecture + design went well. They decided to use Rethink Owner Solutions, LLC as the Construction Management firm.
- b) Finance – No Report

10) Unfinished Business

11) New Business

- a) **Construction Manager for Library Renovation Project – For Action**

Trustee Rohm moved to approve hiring Justin Pathman of Rethink Owner Solutions LLC as construction manager for the Library renovation project. Trustee Newman seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

- b) **Library Board of Trustees Regular Board Meeting Time Change – For Action**

Treasurer McCreary Cannon moved to approve change to Library Board of Trustees Regular Board Meeting Time from 7 p.m. to 6 p.m. for all future meetings. Trustee Rohm seconded the motion

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

- c) **Per Capita Grant FY2022 – For Action**

Treasurer McCreary Cannon moved to approve and submit the Per Capita Grant FY2022. Trustee Newman seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

12) Library Director's Report

- a) Director Rayford reported that we hired John Grady as Custodian.
- b) She informed the Board that she will post the Community Engagement Coordinator position again.
- c) She informed the Board that the Newsletter will be available on December 1st.
- d) She informed the Board that we have many new programs for patrons for Black History Month.
- e) She informed the Board that Winter Reading will begin on December 6th and ends on January 31st.
- f) She informed the Board that we will start Food for Fines First Friday beginning December 2021. All donations will go to the Micro Pantry.
- g) She informed the Board in January 2022 we will re-open the North Meeting Room for outside programs.

13) Announcements

The next regular meeting of the South Holland Public Library Board of Trustees is December 13, 2021 at 6:00 p.m. It will be held in the North Meeting Room.

14) Adjournment

At 7:22 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