

**MINUTES OF THE JANUARY 24, 2022
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES**

1) Call to Order: The meeting was held electronically. President Vanessa Bradley called the meeting to order at 6:00 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, Library Director Christyn Rayford and Business Manager Edna Burns.

Absent: Trustee Angela Oldenkamp

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) Secretary MacKenzie moved to approve the Minutes of the regularly scheduled meeting on December 13, 2021 of the South Holland Public Library Board of Trustees. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent: Oldenkamp

Motion carried.

7) Approval of Bills

a) Trustee Newman moved to approve the January 24, 2022 bills submitted for payment in the amount of \$56,351.90. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Oldenkamp

Motion carried.

8) Financial Reports

- a) Secretary MacKenzie moved to approve the *Revenue & Expenditure Reports Year-to-Date* for January, 2022. Trustee Newman seconded the motion.

Roll Call:

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

Nays: None

Absent: Oldenkamp

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – No Report

- b) Finance – Finance Committee meeting was held when the benchmarking was reviewed. Director Rayford offered two Pages Circulation Clerk positions which will be effective May 1, 2022.

10) Unfinished Business

11) New Business

- a) **Resolution 2022-04 Authorizing Remote Board Meetings – For Action**

Secretary MacKenzie moved to approve Resolution 2022-04 Authorizing Remote Board Meetings. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent: Oldenkamp

Motion carried.

- b) **15.16a Sick Leave Benefits Temporary for 2022 – For Action**

Treasurer McCreary Cannon moved to approve 15.16a Sick Leave Benefits Temporary for 2022 for adaption to 15.0 Personnel Policy. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Oldenkamp

Motion carried.

- c) **Increasing Printing Fees to \$0.25 for all print jobs beginning May 1, 2022 – For Action**

Treasurer McCreary Cannon moved to increase black and white print jobs from \$0.10 to \$0.25 beginning May 1, 2022. Trustee Newman seconded the motion.

Roll Call:

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

Nays: Houston

Absent: Oldenkamp

Motion carried.

d) South Holland Public Library Goes Fine Free beginning May 1, 2022 – For Action

Trustee Newman moved to approve South Holland Public Library going Fine Free beginning May 1, 2022 under certain stipulations. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: Houston

Absent: Oldenkamp

Motion carried.

12) Library Director's Report

- a) Director Rayford reported that 27% of the staff is vaccinated.
- b) She informed the Board that the Library is no longer allowing drinks in the library.
- c) She informed the Board that the Youth Department is virtual for Storytime.
- d) She informed the Board that the Circulation desk is closed after 6:00 p.m. due to staffing problems.
- e) She informed the Board that she, Brian Nunnally and Tim DeYoung went to the Merchandise Mart on January 14th to look at furniture for the renovation.
- f) She informed the Board that the Library would be in violation of OMA if the doors were locked during Board meetings. She will have security to sit in on the meetings.
- g) She informed the Board that the Strategic Planning is going well.
- h) She informed the Board that the Live & Learn and Per Capita grants have been submitted.
- i) She informed the Board that the Community Engagement Coordinator started on January 10th.
- j) She informed the Board that the Library is partnering with McKinley Elementary School for a Live Music Night on Friday, February 25, 2022 at 6:30 p.m. for Black History Month. It will be held at McKinley.
- k) She gave the Black History Month agenda to the Board.
- l) She informed the Board of the ILA Legislative ZOOM Meet Up on Friday, February 4, 2022 10-11:00 a.m.

13) Announcements

President Bradley reminded the Board that the next Finance Committee meeting will be held on Monday, February 28, 2022 via ZOOM at 5:00 p.m. before the monthly Board Meeting. The next regular meeting of the South Holland Public Library Board of Trustees is February 28, 2022 at 6:00 p.m. It will be held via ZOOM.

14) Adjournment

At 6:54 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