

**MINUTES OF THE AUGUST 22, 2022  
REGULAR MEETING  
OF THE SOUTH HOLLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**REMOTE ATTENDANCE**

1) **Call to Order:** Vice President Felicia Houston called the meeting to order at 6:01 p.m.

2) **Roll call:**

Present: Vice-President Felicia Houston, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Janice Newman, Library Director Christyn Rayford and Business Manager Edna Burns present.

Treasurer Pat McCreary Cannon and Trustee Angela Oldenkamp joined at 6:02 p.m.

Absent: President Vanessa Bradley

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) **6) Approval of Minutes**

a) Secretary Elaine MacKenzie moved to approve the Minutes of the regularly scheduled meeting on July 25, 2022 of the South Holland Public Library Board of Trustees. Secretary Treasurer Pat McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent: Bradley

Motion carried.

7) **Approval of Bills**

A) Treasurer Pat McCreary Cannon moved to approve the August 22, 2022 bills submitted for payment in the amount of \$25,438.19. Trustee Pat Rohm seconded the motion.

Roll Call:

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

Nays: None

Absent: Bradley

Motion carried.

8) **Financial Reports**

a) Secretary Elaine MacKenzie moved to approve the *Revenue & Expenditure Reports Year-to-Date* for August 2022. Trustee Angela Oldenkamp seconded the motion.

Roll Call:

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

Nays: None

Absent: Bradley

Motion carried.

- b) Review of Village Financials.

**9) Committee Reports**

- a) Building & Grounds – Trustee Pat Rohm with the assistance of Director Rayford gave an update on the Library Renovation project. She informed the Board about the need to rent an exterior storage pod for a three-month span. Director Rayford informed the cost is an additional \$150 a month.
- b) Finance – No Report

**10) Unfinished Business**

**11) New Business**

- a) **Late Library Opening for Main Level Renovations on Thursday, August 25, 2022 — For Action\*** Trustee Janice Newman moved to approve an 11am open on Thursday, August 25. Trustee Oldenkamp seconded the motion.

Roll Call:

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

Nays: None

Absent: Bradley

Motion carried.

- b) **Library Closing for In Service Day, Friday, December 2, 2022— For Action\***

Trustee Janice Newman moved to approve closing the Library for Staff In-Service on December 2, 2022. Trustee Oldenkamp seconded the motion.

Roll Call:

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

Nays: None

Absent: Bradley

Motion carried.

- c) **ELS License ELS License Plate Services – For Discussion**

Director Rayford informed the Board about offering a new essential service License Plate Stickers by the end of the calendar year. She informed them the processing fee from ELS is \$1.65 per transaction. The Board could pick their own processing fee, up to \$9.50. The Board agreed \$8.50 is a substantial fee to charge the community for the service. Director Rayford will move forward with the process.

**12) Library Director's Report**

- a) ILA Annual Conference & Trustee Forum – October 18 – 20, 2022

Director Rayford informed the Board that ILA Annual Conference was coming up. If any Board Members are interested in attending Trustee Day, to let her know as soon as possible to get the Early Bird Rate.

**13) Announcements**

The next regular meeting of the South Holland Library Board of Trustees is September 26, 2022, at 6:00 p.m.

**14) Adjournment**

Secretary Elaine MacKenzie moved the Board adjourn at 6:36 p.m. Trustee Oldenkamp seconded the motion. Motion unanimously carried.

Absent: Bradley

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(Secretary's Signature)

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