

**MINUTES OF THE SEPTEMBER 26, 2022  
REGULAR MEETING OF THE SOUTH HOLLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
REMOTE ATTENDANCE**

1) **Call to Order:** President Vanessa Bradley called the meeting to order at 6:00 p.m.

2) **Roll call:**

Present: Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm and Library Director Christyn Rayford present.

Vice-President Felicia Houston joined at 6:08 p.m.

3) **Introduction of Guests– None**

4) **Public Comments –**

Martin Beck inquired about programs geared towards 20+ men. Director Rayford inquired if he had looked at the current Newsletter. She informed him that we do not age or gender our programs. If he has a specific programming interest, her email is [christyn@shlibrary.org](mailto:christyn@shlibrary.org).

5) **Correspondence – None**

6) **6) Approval of Minutes**

a) Treasurer Pat McCreary Cannon moved to approve the Minutes of the regularly scheduled meeting on August 22, 2022 of the South Holland Public Library Board of Trustees. Secretary Elaine MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

7) **Approval of Bills**

a) Secretary Elaine MacKenzie moved to approve the September 26, 2022 bills submitted for payment in the amount of \$225, 391. 26. Treasurer Pat McCreary Cannon seconded the motion.

Roll Call:

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

Motion carried.

**Comments:** Vanessa Bradley asked where the budget should be in % spent at this time. Director Rayford stated we ideally should spend 25-28% a quarter. Treasurer Cannon noted this is not a complete two quarters. Trustee Oldenkamp commented 43% is still a good thing.

8) **Financial Reports**

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

Roll Call:

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

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.
- b) Finance – No Report

**10) Unfinished Business**

**11) New Business**

a) **Cultural Literacy Specialist Job Description — For Action\***

Trustee Angela Oldenkamp moved to approve the addition of the Cultural Literacy Specialist Job Description. Secretary Elaine MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Newman, Oldenkamp  
Motion carried.

**Comments:** Director Rayford explained the need for the new position to better identify roles in the youth services department, better accommodate the changing South Holland community and to offer more diversity amongst staff. Treasurer Pat McCleary Cannon expressed that the 2020 Census does not reflect this growing concern. Director Rayford reminded that we serve more than the Village of South Holland but the surrounding communities of Calumet City, Phoenix, Harvey and Dolton. Vanessa Bradley commented that there is an increase in School District #151. Felicia Houston seconded that #150 has increased programming and learning opportunities as the need has exceeded expectations. Elaine MacKenzie commented the ALA documentation is out of date. Director Rayford commented that there are others more current but that was the most concise in terms of pages for the board packet. Trustee Oldenkamp liked the idea of having a specific liaison to each school so that teachers could connect better with us and vice versa.

b) **Salary Grades 2022-09 — For Action\***

Secretary Elaine MacKenzie moved to approve updating Salary Grades 2022-09 to include the Cultural Literacy Specialist position, as discussed. Vice-President Houston seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Newman, Oldenkamp,  
Motion carried.

c) **Organization Chart Update — For Action\***

Secretary Elaine MacKenzie moved to approve updating the Organizational Chart to include Cultural Literacy Specialist for Head of Youth Services oversight, as discussed. Trustee Oldenkamp seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Newman, Oldenkamp,  
Motion carried.

**Comments:** Trustee Oldenkamp asked Director Rayford to correct spelling errors before posting.

d) **Per Capita Grant FY 2023-2024 – For Discussion**

Director Rayford asked that we forgo monthly chapter review this year. Treasurer Pat McCleary Cannon asked that we review yearly as required by the State and that each Board Member have a physical book purchased for them. Director Rayford states that each book is \$50, and we've already spent money on the electronic versions. Vanessa Bradley suggested moving standards up on the

calendar and that each trustee save the chapters for future.

**12) Library Director's Report**

Pat Rohm announced she would not be re-running for her seat in February 2023. President Bradley asked for recommendations for petitions ahead of future Board Meetings before the December 2022 State deadline.

Trustee Oldenkamp asked if there are any service updates that the Board members can encourage others to participate in. Director Rayford encouraged participation at the Community Center events and the upcoming Shredding event.

**13) Announcements**

The next regular meeting of the South Holland Library Board of Trustees is October 24, 2022, at 6:00 p.m.

**14) Adjournment**

Secretary Elaine MacKenzie moved the Board adjourn at 6:40 p.m. Motion unanimously carried.

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(Secretary's Signature)