

**MINUTES OF THE November 28, 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 6:03 p.m.

2) **Roll call:**

Present: President Vanessa Bradley, Vice-President Felicia Houston, Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm, and Library Director Christyn Rayford present.

3) **Introduction of Guests**– Linda Caruso, Head of Public Services is attending the meeting tonight to take the minutes.

4) **Public Comments – None**

5) **Correspondence – None**

6) **Approval of Minutes**

a) Treasurer Pat McCreary Cannon moved to approve the Minutes of the regularly scheduled meeting of October 24, 2022 of the South Holland Public Library Board of Trustees. Trustee Pat Rohm, seconded the motion.

Roll Call:

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

Nays: None

Motion carried.

7) **Approval of Bills**

a) Vice-President Felicia Houston moved to approve the November 28, 2022 bills submitted for payment in the amount of \$356,749.90. Treasurer Pat McCreary Cannon, seconded the motion.

Roll Call:

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

Motion carried.

Comments: Director Rayford explained what some of the bills were for expenses such as replacement roof shingles, indoor book drops, copiers and winter newsletter designs. Most of bills were from the library's building renovation.

8) **Financial Reports**

a) Vice-President Felicia Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for November 2022. Treasurer Pat McCreary Cannon seconded the motion.

Roll Call:

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

Motion carried.

Comments: Director Rayford stated that the library is where it should be in terms of spending. The Capital Improvement line item looks askew due to the renovation project. We will create a resolution to move revenue from other cash in January 2023 at the completion of the project. She also pointed out we have received no further property tax revenue from Cook County.

- b) Review of Village Financials. Director Rayford said that everything looks as it should be. Due to the change in the library's board meeting date, there was no balance sheet provided from the Village.

9) Committee Reports

a) Building & Grounds

Director Rayford gave an update on the Library Renovation project: 1) All the furniture is here except the Youth Services Desk-it should be delivered soon. 2) West Entrance-Glass should be here Thursday or Friday. We are still waiting on carpeting. Director Rayford also stated that she working on figuring out the staff entrance situation. 3) Upper level is functional. 4) New CD shelving is here. Cds will be shifted into their new location soon. 4) There is some non-fiction shelving issues being addressed. Treasurer Pat McCleary Cannon inquired what percentage of work was completed. Director Rayford states we are 95% complete. The December Board Meeting will be held in-person in the new board room.

- b) Finance – No Report

10) Unfinished Business

A) Per Capita Grant FY 2023-24

Chapters 5-9 were reviewed by the library trustees. No one had any questions. Director Rayford stated that there is work to be done in the area of safety. Our Emergency and Disaster Plans need to be updated.

11) New Business

a) Quotes for Library Renovation Cleaning Service — For Discussion

Two companies gave quotes:

- Q's Cleaning- Q's Cleaning Services, Inc. is an owner-operated, local company which has been providing quality and professional services for over twenty years throughout Chicago and the surrounding suburbs. They specialize in residential and commercial cleaning and are located in South Holland. Their quote was for \$6,600. They supply the staff and cleaning supplies.
- Surgical Cleaning- This is a black owned business that is located in Hazel Crest. Their quote of \$6,123.54 does not include the cleaning supplies. The library would have to supply them with the materials.

Trustee Felicia Houston stated that the Village has used Q's on several occasions and she didn't feel we should need to get supplies. Both President Bradley and Trustee Pat Rhom prefer we use Q's cleaning because they are an established company and they are locally located.

b) Study Room Policy — For Discussion

Director Rayford shared the new Study Room Policy with the Library Board. After sharing the policy, Director Rayford asked if there were any questions. Trustee Angela Oldenkamp stated that nothing looked out of line. President Bradley said we should move forward with implementing the policy once the rooms are ready.

12) Library Director's Report

We are making small steps in the hiring process. A Public Services Librarian candidate has been selected and interviews have been conducted for a Community Engagement person. The Youth Services Position is still open, and we are still looking for three Circulation Clerks. Director Rayford has interviewed four people for the Business Assistant Position- two look good. We are participating in the Village's Winter Wonderland. A staff In-Service day is scheduled for Dec. 2nd. We will be going to a multi-library presentation on customer service and implicit bias. The Village installed a water meter in the library on Sunday. There are some concerns with a small leak that requires additional repairs. The leak is in the Mechanical Room. Director Rayford is working with the Village to get the repair resolved as soon as possible.

13) Announcements

The next regular meeting of the South Holland Library Board of Trustees is Monday, December 19, 2022, at 6:00 p.m.

14) Adjournment

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

(Secretary's Signature)