

**SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING AGENDA
January 23, 2023, 6:00 p.m.**

1) CALL TO ORDER President Vanessa Bradley called the meeting to order at 6:00 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 were present.

3) INTRODUCTION OF GUESTS South Holland Resident Kim Washington in attendance. Also present was Linda Caruso, Head of Public Services, to take meeting minutes.

4) PUBLIC COMMENTS – None

5) CORRESPONDENCE – None

6) APPROVAL OF MINUTES

a.) Pat McCreary Cannon, moved to approve the minutes of the regularly scheduled meeting of December 19, 2022. Trustee Pat Rohm seconded the motion.

Roll Call:

Ayes: President Vanessa Bradley, Vice President Felicia Houston, Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm

Nays: None

Motioned carried

7) APPROVAL OF BILLS

Motion was made by Secretary Elaine MacKenzie to approve the January 23, 2022 bills submitted for payment in the amount of \$179,015.95. Vice President Felicia Houston seconded the motion:

Roll Call:

Ayes: President Vanessa Bradley, Vice President Felicia Houston, Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm

Nays: None

Motioned carried

Comments: Director Rayford stated that we are coming to the end of the renovation. This month and next may show some expenses. We did have a small problem with the installation of the baby-changing table in one of the upstairs bathrooms. When working one of the plumbers sprung a small leak. The leak has been repaired.

8) FINANCIAL REPORTS

a) Revenue & Expenditure Reports

Vice President Felicia Houston moved to approve the Revenue & Expenditure Reports Year-to-Date for January 2023. Trustee Janice Newman seconded the motion.

Roll Call:

Ayes: President Vanessa Bradley, Vice President Felicia Houston, Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm

Nays: None

Motioned carried

Comments Director Rayford stated that we are doing pretty well with salaries and health. Village did not give financial. The capital improvement line item will change now that the renovation project has been completed.

President Bradley asked if we have extra money. When all is done, we should have saved \$8,000-\$10,000. With the Live and Learn Grant, we should have \$125,000. We have revenue coming in from the Age Options Grant, and money coming from patron copying and faxing. The Village money is coming in low.

b) Review Village Financials*

Director Rayford stated that everything looks to be on target. We have no balance sheets from the Village for both December and January. Members of the board had questions about digital materials from Libby and Hoopla. Does the Library own the items? Director Rayford explained how the purchase of these items work.

9) COMMITTEE REPORTS

a.) **Building & Grounds** Report by Trustee Pat Rohm. Everything looks wonderful. The renovation is done. The feeling is good and positive when at the library.

b.) **Finance Committee Report** by Treasure Pat McCleary Cannon stated that before this meeting the finance committee met. Also in attendance were Trustee Pat Rohm and President Vanessa Bradley. Instead of a merit increase, they concluded that a COLA increase of 3.75% should be implemented.

10) UNFINISHED BUSINESS None

11) NEW BUSINESS

a.) **Assistant Library Director Job Description** Trustee Janice Newman motioned to approve the Job Description for Assistant Library Director, as discussed. Secretary Elaine MacKenzie seconded the motion.

Roll Call:

Ayes: President Vanessa Bradley, Vice President Felicia Houston, Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm

Nays: None
Motioned carried

Comments: Director Rayford showed the library's organization chart. Edna officially retired on Jan 1, 2023. Director Rayford said she needs some additional help and support. With this in mind, she has created an Assistant Director Position. The Assistant Director's pay range is the same as IT Person. She went on to say that \$70,000 is the average salary for an Assistant Director. Trustee Angela Oldenkamp agreed that this is a good starting at this amount is good.

Director Rayford went on to say that maybe once the new person is hired we might eliminate the business assistant position. The budget will be tight going forward.

b.) Assistant Library Director Salary Grade Schedule

Motion to approve updated Salary Grades 2023-01-23 to include the Assistant Library Director position, as previously discussed was moved by Trustee Newman and was seconded by Vice President Felicia Houston.

Roll Call:

Ayes: President Vanessa Bradley, Vice President Felicia Houston, Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm

Nays: None

Motioned carried

c.) Organizational Chart Update

Motion to approve updates to the Organization Chart to include the new Assistant Library Director Position was made by Secretary Elaine MacKenzie and was seconded by Trustee Angela Oldenkamp.

Roll Call:

Ayes: President Vanessa Bradley, Vice President Felicia Houston, Secretary Elaine MacKenzie, Treasurer Pat McCreary Cannon, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm

Nays: None

Motioned carried

12) LIBRARY DIRECTOR'S REPORT

- The Library will be returning to evening hours on Monday, January 30. We still have positions opened in Circulation, Public Services, and Youth Departments. The Community Engagement Position is also still open. Roughly 22 applicants were interviewed. In regards to the Public Services and Youth Services Positions, few applicants were qualified. We are reopening with only two new hires. Thanks for letting us close early during the holidays. We are all trying to do creative staffing.
- We are currently having a warm winter drive. Coats, mittens, and hats are being donated. We will be bringing the donation to the Restoration Ministries.

- Library Cleaning has been completed by Q's Cleaning Services. They cleaned for thirteen hours! Christyn came in on a Sunday. We still need to do a full cleaning of the library carpeting.
- A welcome back to the library event is scheduled for March 7, at 2:00 pm. South Holland dignitaries will be invited to attend. We will be issuing library cards to all Village Trustees. We will also be kicking off "1000 books to Read Before Kindergarten."
- Programming update: **Wakanda night** is February 24th. Black Lives Matter exhibit is scheduled to start Monday. The plan is to set up the exhibit so people are encouraged to walk throughout the library Wakanda night is from 6:00 p.m. -8:00 p.m. Muntu Dance Theatre will be performing. There will also be a fashion show with prizes for the best-dressed Wakanda citizen. Janice Newman, Patricia McCreary Cannon, and Elaine MacKenzie are planning on attending, We may also have some Cosplay characters in attendance.
- Other Black Futures Month Programs include TJ Johnson of the Gunky Foliage Shop, Girl fitness, and Dawn the Dancin' Deeva. There is also going to be a BLM panel discussion. Vice President
- Our Library of Things Collection (SHHH) is a work in progress
- Director Rayford is going on vacation from Feb 8-17. Taking a vacation.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, February 27, 2023, at 6:00 p.m.

14) ADJOURNMENT

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

(Secretary's Signature)