

**MINUTES OF THE MAY 22, 2023
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
SMALL MEETING ROOM**

1) CALL TO ORDER.

President Vanessa Bradley called to order at 6:04 pm.

2) SWEARING IN OF BOARD MEMBERS

Secretary Elaine MacKenzie administered the Oath of Office to President Vanessa Bradley, Vice-President Felicia Houston, and new Trustee Sonya Harrington.

3) ELECTION OF BOARD OFFICERS FOR 2023-2025

Secretary Elaine MacKenzie moved to approve the following slate of Officers for 2023-2025. Treasurer Pat McCreary Cannon seconded the motion.
President – Vanessa Bradley, Vice-President – Felicia Houston, Secretary – Elaine MacKenzie, Treasurer – Pat McCreary Cannon

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie, Angela Oldenkamp, Sonya Harrington.

Nays: None

Absent: Janice Newman.

Motion carried

4) APPOINTMENT OF COMMITTEES FOR 2023-2025

Trustee Sonya Harrington moved to appoint the following committee members for 2023-2025. Secretary Elaine MacKenzie seconded the motion.

a. Building and Grounds: Angela Oldenkamp and Sonya Harrington.

b. Finance: Pat McCreary-Cannon and Felicia Houston

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie, Angela Oldenkamp, Sonya Harrington.

Nays: None

Absent: Janice Newman.

Motion carried

5) APPOINTMENT OF OPEN MEETINGS ACT (OMA) OFFICER FOR 2023-2025

Trustee Angela Oldenkamp moved to appoint Open Meetings Act (OMA) Officer for 2023-2025 to Secretary Elaine MacKenzie. President Bradley seconded the motion.

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie, Angela Oldenkamp, Sonya Harrington.

Nays: None

Absent: Janice Newman.

Motion carried.

6) ROLL CALL

Present: President Vanessa Bradley, Vice President Felicia Houston, Treasurer Patricia McCreary-Cannon, Secretary Elaine MacKenzie, Trustee Angela Oldenkamp, Trustee Sonya

**Attachment included in Board packet. For further information, please contact: Christyn Rayford, Library Director; South Holland Public Library, 16250 Wausau Avenue, South Holland, IL 60473; 708-527-3104 or christyn@shlibrary.org. Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Library Director at least 24 hours in advance of the meeting date.*

Harrington, Director Christyn Rayford, and Assistant Director Amilcar Perez.
Absent: Trustee Janice Newman

7) INTRODUCTION OF GUESTS – Patricia Rhom present.

8) PUBLIC COMMENTS – Former Trustee Patricia Rhom expressed the desire to have a permanent tribute to former Business Manager Edna Burns.

9) CORRESPONDENCE - Thank You card from The Family of David Sulski

10) APPROVAL OF MINUTES

- a. Treasurer Pat McCreary Cannon moved to approve the minutes of the April 24, 2023 Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Angela Oldenkamp seconded the motion. * Consent vote. Trustee Janice Newman absent.

11) APPROVAL OF BILLS

- a. Vice-President Felicia Houston Moved to approve the final April bills for FY2022-2023, submitted for payment in the amount of \$ 59,586.14. Treasurer Pat McCreary Cannon seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie, Angela Oldenkamp, Sonya Harrington.

Nays: None

Absent: Janice Newman.

Motion carried

- b. Secretary Elaine MacKenzie moved to approve the May 22, 2023 bills submitted for payment in the amount of \$23,436.11. Treasurer Patricia McCreary Cannon seconded the motion. *

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie, Angela Oldenkamp, Sonya Harrington.

Nays: None

Absent: Janice Newman.

Motion carried

12) FINANCIAL REPORTS

- a. Vice-President Houston moved to approve the Revenue & Expenditure Reports for FY2022-2023. Treasurer Patricia McCreary seconded the motion. *

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie, Angela Oldenkamp, Sonya Harrington.

Nays: None

Absent: Janice Newman.

Motion carried

- b. Secretary Elaine MacKenzie moved to approve the Revenue & Expenditure Reports Year-to-Date for May 2023. Treasurer Patricia McCreary Cannon seconded. *

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary-Cannon, Elaine MacKenzie, Angela Oldenkamp, Sonya Harrington.

Nays: None

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Absent: Janice Newman.
Motion carried

- c. Review Village Financials for FY2022-2023. *

Comments: Trustee Sonya Harrington asked what the Other Deferred Revenue is. Director Christyn Rayford indicated that it is any rollover grant funds from previous FY to the current one to be used.

13) COMMITTEE REPORTS

- a. Building & Grounds: Nothing to report – All included in the Director’s Report
- b. Finance: Nothing to report

14) UNFINISHED BUSINESS

Comments: Vice-President Felicia Houston inquire about the possibility to hire a cleaning service as discussed in the previous meeting. Director Rayford indicated that a new Part-Time Maintenance Assistant was hired and is expected to start within the next couple of weeks. It was a more cost-effective decision.

15) NEW BUSINESS

16) LIBRARY DIRECTOR’S REPORT

- a. Director Rayford announced that the new Part-Time Maintenance Assistant, Craig Watt, was hired and will start within the next couple of weeks. She also informed the Board that a new part-Time Engagement Coordinator has also been hired. She informed that there are around 30 applicants for the Circulation Assistant position and 8 applicants for the Public Services Librarian position so far.
- b. She also informed that all is set up for the Memorial Day Parade and the Summer Reading Kickoff with participation of the Police and Fire Departments and other community organizations.
- c. New cameras have been installed and a railing for staff access in the north west exit (IT Department). Also, the Pit has been rebranded to YS courtyard as a way to reinvigorate that area to host activities starting at the Summer Kickoff.
- d. Illinois Public Libraries Standards has been distributed to the Board as a guiding document for Library.

17) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is June 26, 2023 at 6:00 p.m.

18) ADJOURNMENT

At 6:42 pm Secretary Elaine MacKenzie moved to adjourn. Motion unanimously carried.

Elaine MacKenzie, Secretary

Date

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