

MINUTES OF THE JULY 24, 2023  
REGULAR MEETING  
OF THE SOUTH HOLLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES

**1) CALL TO ORDER**

President Vanessa Bradley called the meeting to order at 6.11 pm.

**2) ROLL CALL**

Present: President Vanessa Bradley, Vice President Felicia Houston, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Director Christyn Rayford, and Assistant Director Amilcar Perez. Trustee Janice Newman arrived at 6:26 pm.

Absent: Trustee Angela Oldenkamp

**3) INTRODUCTION OF GUESTS**

**4) PUBLIC COMMENTS**

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) APPROVAL OF MINUTES**

- a. Secretary Elaine MacKenzie moved to approve the minutes of the June 26, 2023 Regular Meeting of the South Holland Public Library Board of Trustees. \* Vice-President Felicia Houston seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patrician McCreary Cannon, Elaine MacKenzie, Sonya Harrington.

Nays: None

Absent: Janice Newman, Angela Oldenkamp

Motion carried.

**7) APPROVAL OF BILLS**

- a. Vice-President Felicia Houston Moved to approve the July 24, 2023, bills submitted for payment in the amount of \$ 56, 488.86. Secretary Elaine MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patrician McCreary Cannon, Elaine MacKenzie, Sonya Harrington.

Nays: None

Absent: Janice Newman, Angela Oldenkamp

Motion carried.

*\*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](mailto: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.*

## 8) FINANCIAL REPORTS

- a. Vice-President Felicia Houston moved to approve the Revenue & Expenditure Reports Year-to-Date for July 2023. Treasurer Patricia McCreary Cannon seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patrician McCreary Cannon, Elaine MacKenzie, Sonya Harrington.

Nays: None

Absent: Janice Newman, Angela Oldenkamp

Motion carried.

- b. Review Village Financials

## 9) COMMITTEE REPORTS

- a. Building & Grounds – Nothing to report
- b. Finance – Nothing to report

## 10) UNFINISHED BUSINESS

- a. Permanent Acknowledgement for Former Business Manager — For Action

Comments: Director Rayford suggested to make her an honorary board trustee with a plaque and send a glass present with the honorary title in it. All voted in favor.

- b. Illinois Library Standards Chapters 3 & 4 — No comments

## 11) NEW BUSINESS

- a. Vice-President Felicia Houston moved to approve Resolution 2024-03 Transferring Funds to Other Cash Funds as discussed. Trustee Sonya Harrington seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patrician McCreary Cannon, Elaine MacKenzie, Sonya Harrington.

Nays: None

Absent: Janice Newman, Angela Oldenkamp

Motion carried.

- b. President Vanessa Bradley moved to approve changes to the 2.0 Board Bylaws and Governance Policy as discussed. Treasurer Patricia McCreary Cannon.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patrician McCreary Cannon, Elaine MacKenzie, Sonya Harrington.

Nays: None

Absent: Janice Newman, Angela Oldenkamp

Motion carried.

c. 9.0 Circulation Policy Update—For Action\*

Vice-President Felicia Houston moved to approve changes to the 9.0 Circulation Policy as discussed. Trustee Janice Newman seconded the motion.

Comments: Director Rayford explained that the changes in the policy reduce the requirement to provide a library card to one piece of ID instead of two to allow for more access to the library. She also explained that to maintain library usage, now, if a member of the family owes or account is blocked, the rest of the household cards won't be blocked.

Rollcall:

Ayes: Vanessa Bradley, Felicia Houston, Patrician McCreary Cannon, Elaine MacKenzie, Sonya Harrington.

Nays: None

Absent: Angela Oldenkamp

Motion carried.

**12) LIBRARY DIRECTOR'S REPORT**

- a. Director Rayford informed that the library is almost fully staffed. One more Circulation Clerk and one PS Librarian were added to the team.
- b. She informed that the Insurance will not reimburse burglary expenses as we did not reach our deductible.
- c. She informed that a landscape company was selected to contract the maintenance and cleaning of the grounds.
- d. She informed that the entrance hourly sign was installed.
- e. She informed that a committee was created to update the emergency plan.
- f. She mentioned the library is focusing on programming for Hispanic Heritage Month and programming for the fall.

**13) ANNOUNCEMENTS**

The next regular meeting of the South Holland Library Board of Trustees is August 28, 2023, at 6:00 p.m.

**14) ADJOURNMENT**

Secretary Elaine McKenzie moved to adjourn the meeting at 6.51. President Vanessa Bradley seconded the motion. Motion carried unanimously.

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Elaine MacKenzie, Secretary

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Date

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