

MINUTES OF THE NOVEMBER 20, 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 6:01pm

**ROLL CALL**

Present: President Vanessa Bradley, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Trustee Janice Newman, Trustee Angela Oldenkamp. Vice-President Felicia Houston arrived at 6:04 pm.

Absent: None

2) **INTRODUCTION OF GUESTS - None**

3) **PUBLIC COMMENTS - None**

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.

4) **CORRESPONDENCE - None**

5) **APPROVAL OF MINUTES**

- a. Secretary Elaine MacKenzie moved to approve the minutes of the October 23, 2023, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Sonya Harrington seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.

Nays: None

Absent: Felicia Houston

Motion carried

6) **APPROVAL OF BILLS**

- a. Trustee Angela Oldenkamp moved to approve the November 20, 2023 bills submitted for payment in the amount of \$ 28, 754.71. Treasurer Patricia McCreary Cannon seconded the motion.

Rollcall:

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

Nays: None

Absent: None

Motion carried

Comments: A question was raised as to why the COMED bill has been higher than our budgeted costs. Director Rayford acknowledged this and means to get in touch with the Village to find out if we are responsible for 12 months instead of 9 months now.

7) **FINANCIAL REPORTS**

- a. Trustee Angela Oldenkamp moved to approve the Revenue & Expenditure Reports Year-to-Date for November 2023. Trustee Janice Newman seconded the motion.

Rollcall:

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

Nays: None

*\*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.*

Absent: None  
Motion carried

- b. Review Village Financials\*

8) **COMMITTEE REPORTS**

- a. Building & Grounds - none
- b. Finance - none

9) **UNFINISHED BUSINESS**

- a. Illinois Library Standards Chapters 12, 13 — For Discussion – NO Comments

10) **NEW BUSINESS**

- a. Vice-President Felicia Houston moved to approve updates and changes to 15.0 Personnel Policy as discussed. Secretary Elaine MacKenzie seconded the motion.

Rollcall:

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

Nays: None

Absent: None

Motion carried

11) **LIBRARY DIRECTOR'S REPORT**

- a. Director Christyn Rayford highlighted the work done and attendance for the Hispanic Heritage Month activities and Día de los Muertos exhibit.
- b. She informed that the Safety Committee has been progressing with the Emergency and Safety Plan.
- c. She informed that the Library is participating in the Village Winter Wonderland with the decoration of a tree at Veterans Park.
- d. She mentioned the success of the Library's outreach efforts.
- e. She informed that the Staff In-Service will include a de-escalation training workshop by ATLAS.
- f. She informed that the Library is participating in the school district 151 strategic plan development.
- g. She informed the successful Princess-themed programming that has been taking place in collaboration with Youth Services, Circulation, and Public Services departments.

12) **ANNOUNCEMENTS**

The next regular meeting of the South Holland Library Board of Trustees is Monday, December 18, 2023 at 6:00 p.m.

13) **ADJOURNMENT**

Secretary Elaine MacKenzie moved to adjourn the meeting at 6:31 p.m. Motion carried unanimously.

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Elaine MacKenzie, Secretary

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Date

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