

MINUTES OF THE FEBRUARY 26, 2024  
REGULAR MEETING  
OF THE SOUTH HOLLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES

**1) CALL TO ORDER**

President Vanessa Bradley called to order at 6:00.

**2) ROLL CALL**

Present: President Vanessa Bradley, Vice-President Felicia Houston, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Trustee Janice Newman, Trustee Angela Oldenkamp, Director Christyn Rayford, Assistant Director Amilcar Perez.

**3) INTRODUCTION OF GUESTS - None**

**4) 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.

**5) CORRESPONDENCE - None**

**6) APPROVAL OF MINUTES**

- a. Treasurer Patricia McCreary Cannon moved to approve the minutes of the January 24, 2024, Regular Meeting of the South Holland Public Library Board of Trustees. 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

Motion carried

**7) APPROVAL OF BILLS**

- a. Treasurer Patricia McCreary Cannon moved to approve the February 26, 2024, bills submitted for payment in the amount of \$ 47,237.48. 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

Motion carried

**8) FINANCIAL REPORTS**

- a. Treasurer Patricia McCreary Cannon moved to approve the Revenue & Expenditure

*\*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.*

Reports Year-to-Date for February 2024. 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

Motion carried

- b. Review Village Financials for February 2024

## 9) COMMITTEE REPORTS

- a. Building & Grounds by Sonya Harrington – No report
- b. Finance by Pat McCreary Cannon – See Finance Meeting Minutes on February 21, 2024.

## 10) UNFINISHED BUSINESS

- a. Trustee Angela Oldenkamp moved to approve updates and changes to 12.0 Emergency & Safety Policy as discussed. 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

Motion carried

## 11) NEW BUSINESS

- a. Treasurer Patricia McCreary Cannon moved to approve a 7% salary increase for the Library Director plus a one-time bonus of \$7500 effective May 1, 2024. Trustee Felicia Houston seconded the motion.

Rollcall:

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

Nays: None

Motion carried

- b. Trustee Janice Newman moved to approve Salary Schedule for May 2024, as discussed. 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

Motion carried

- c. Trustee Angela Oldenkamp moved to approve Consumer Price Index increase for FY2024-2025 not to exceed 3.5% per individual, and additional \$0.50 for three staff members involved in Spanish translation services. Trustee Sonya Harrington seconded the motion.

Rollcall:

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Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, Angela Oldenkamp.  
Nays: None  
Motion carried

## 12) LIBRARY DIRECTOR'S REPORT

- a. Director Christyn Rayford informed that the ATLAS Trustee Day will be on May 18, 2024.
- b. She informed that Wakanda Night II was a success with around 140 attendees.
- c. She informed that Breakfast with Belle was a success with 45 in attendance.
- d. She informed that we will be replacing a cooling unit in the Server Room that has been repaired several times.
- e. She informed the Board that there are several building updates to be considered for future planning: urgently the Fire Alarm updates required by the Village of South Holland, some lower floor bathroom renovations due to safety and aesthetics, a mass announcement emergency system are all being considered and planned.

## 13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, March 25, 2024 at 6:00 p.m.

## 13) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 7:13.

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Elaine MacKenzie, Secretary

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Date

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