

MINUTES OF THE AUGUST 26, 2024
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY

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, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Trustee Janice Newman, Trustee Angela Oldenkamp, Director Christyn Rayford, Assistant Director Amilcar Perez.

Absent: Janice arrived 6:02 pm

3) INTRODUCTION OF GUESTS

Latia Maxwell attended the meeting.

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 July 22, 2024, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Sonya Harrington seconded the motion.

Roll call:

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

Nays: None

Absent: None

Motion Carried

7) APPROVAL OF BILLS

- a. Secretary Elaine MacKenzie moved to approve the August 26, 2024, bills submitted for payment in the amount of \$ 61,013.31. Trustee Janice Newman seconded the motion.

Roll call:

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

Nays: None

Absent: None

Motion Carried

Comments: What is Library Market? Director Rayford explained it is the new Library website vendor. We are redesigning the site, calendar and room booking features by year end.

**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.*

8) FINANCIAL REPORTS

- a. Trustee Angela Oldenkamp moved to approve the Revenue & Expenditure Reports Year-to-Date for August 2024. Secretary Elaine MacKenzie seconded the motion.

Roll call:

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

Nays: None

Absent: None

Motion Carried

- b. Review Village Financials*

9) COMMITTEE REPORTS

- a. Building & Grounds by Sonya Harrington – None
- b. Finance by Patricia McCreary Cannon – None

10) UNFINISHED BUSINESS

- a. Illinois Library Standards Chapters 5 & 6 — For Discussion

Comments: President Bradley noted that the new Safety & Building Infrastructure checklist created is based on the IL Standards safety requirements.

- b. Roof Replacement Project Update

Comments: Director Rayford informed the Board we are waiting for village updates on possible finance assistance and cooperation in the project. She also discussed that she offered for Architects to talk to each other to enhance communication. The board agrees that meanwhile, an infrared scan is needed to determine the condition of the roof. This step will help determine if a second layer is needed as opposed to a full roof tear off and replacement. If a full roof replacement is needed, this might require hiring additional blueprint production from our Architects. Director Rayford informed that there is no confirmation yet that the Village will assist with the cost of such renderings.

11) NEW BUSINESS

- a. Vice-President Felicia Houston moved to approve revision to Resolution 2025-03 Transferring Funds to Other Cash Funds as discussed. Trustee Janice Newman seconded the motion.

Roll call:

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

Nays: None

Absent: None

Motion Carried

- b. Treasurer Patricia McCreary Cannon moved to approve revision to 16.13 Head of Public Services Job Description as discussed. Trustee Sonya Harrington seconded the motion.

Roll call:

Ayes: Vanessa Bradley, Felicia Houston, Patricia McCreary Cannon, Elaine MacKenzie,

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Sonya Harrington, Janice Newman, Angela Oldenkamp

Nays: None

Absent: None

Motion Carried

c. Library Trustee Board Elections — For Discussion

Comments: Four Board seats will be up in 2025 and the next four candidates will run for a six-year period. Which will be up in 2031. The other three positions are up in 2029. There won't be elections in 2030.

12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford informed that Linda Caruso, Head of Public Services has decided to retire after 10 years of work as of September 27, 2024.
- b. She informed that we have concluded with Adventure Under the Big Top, our Summer Reading initiative with great success.
- c. She updated the status of the roofing project above. She re-iterated that the cost of blue print creation was necessary to further separate the old Code Building from Library property and ensure we have an accurate alternate bid for the property.
- d. She informed that we are working on the re-design of our website with Library Market to improve the room reservation services, events calendar along with a fresh design. The project is expected to be concluded in December 2024.
- e. She informed that her and Amilcar Perez have meet with a representative from the Secretary of State to begin our records inventory project.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is September 23, 2024, at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 6:55. The motion carried unanimously.

Elaine MacKenize, Secretary

Date