



South Holland Public Library

www.shlibrary.org

16250 Wausau Avenue • South Holland, IL 60473 • Phone: (708) 527-3150 • Fax: (708) 331-6557

SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING AGENDA
October 28, 2024 6:00 p.m.

1) **CALL TO ORDER**

President Vanessa Bradley called the meeting to order at 6.00 pm.

2) **ROLL CALL**

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

Absent: Vice-President Felicia Houston, Trustee Sonya Harrington (arrived 6:07 pm)

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**

Comments: Secretary MacKenzie indicated that a Thank You note from Linda Caruso was sent thanking the Board of Trustees for their support during Caruso's ten years of tenure.

6) **APPROVAL OF MINUTES**

- a. Treasurer Patricia McCreary Cannon moved to approve the minutes of the September 26, 2024, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Janice Newman seconded the motion.

Roll call:

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

Nays: None

Absent: Felicia Houston

Motion Carried

7) **APPROVAL OF BILLS**

- a. Trustee Angela Oldenkamp moved to approve the October 28, 2024 bills submitted for payment in the amount of \$ 50, 002.02. Treasurer Patricia McCreary Cannon seconded the motion.

Roll call:

Ayes: Vanessa Bradley, 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. 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.*



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Absent: Felicia Houston
Motion Carried

Comments: The budgets for utilities, landscaping, audio-visual and public relations were discussed.

8) FINANCIAL REPORTS

- a. Trustee Janice Newman moved to approve the Revenue & Expenditure Reports Year-to-Date for October 2024. Trustee Sonya Harrington seconded the motion.

Roll call:

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

Nays: None

Absent: Felicia Houston

Motion Carried

- b. Review Village Financials*

9) COMMITTEE REPORTS

- a. Building & Grounds by Sonya Harrington

Comments: Trustee Harrington explained the BID Meeting outcomes. Director Rayford informed that Justin Pathman from ReThink already looked into the recommendations and Solaris is the company that was selected. The project will start on November 11, 2024 and will take approximately two weeks.

- b. Finance by Patricia McCreary Cannon – No Report

10) UNFINISHED BUSINESS

- a. Illinois Library Standards Chapters 10, 11 — For Discussion

No comments

11) NEW BUSINESS

- a. Treasurer Patricia McCreary Cannon moved to approve a 3.5% Levy Request for FY2025-2026, as discussed. Trustee Elaine MacKenzie seconded the motion.

Roll call:

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

Nays: None

Absent: Felicia Houston

Motion Carried

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12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford updated on staffing changes in Public Services, Circulation, Information Technology and Community Engagement.
- b. Furthermore, she informed that Regina Townsend, Head of Youth Services, had conducted many of the marketing responsibilities in the absence of a Community Engagement Coordinator. For this reason, Director Rayford recommends a salary increase for performing two positions.
- c. She indicated that the new website development is steadily advancing, and calendar and reservation training will start soon.
- d. She informed that the roof replacement bid has taken place and Solaris is the company that was selected. The project will start on November 11, 2024 and will take approximately two weeks.
- e. She informed that four staff members presented at the Illinois Library Association conference this year.

Comments – Treasurer Patricia McCreary Cannon and Trustee Janice Newman congratulated the Director Rayford and Assistant Director Perez for all the activities and programs that the library has provided.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, November 18, 2024 at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 6:41. The motion carried unanimously.

Elaine MacKenize, Secretary

Date

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