

MINUTES OF THE NOVEMBER 18, 2024  
REGULAR MEETING  
OF THE SOUTH HOLLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES

1) **CALL TO ORDER**

President Vanessa Bradley called the meeting to order at 6.01 p.m.

2) **ROLL CALL**

Present: President Vanessa Bradley, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Trustee Janice Newman, Trustee Angela Oldenkamp, Director Christyn Rayford, Assistant Director Amilcar Perez

Absent: Vice President Felicia Houston and Treasurer Patricia McCreary Cannon

3) **INTRODUCTION OF GUESTS –**

Secretary Elaine MacKenzie introduced Debra Patterson Wesley.

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. Secretary MacKenzie moved to approve the minutes of the October 28, 2024, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Angela Oldenkamp seconded the motion.

Rollcall:

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

Nays: None

Absent: Felicia Houston, Patricia McCreary Cannon

Motion carried

7) **APPROVAL OF BILLS**

- a. Secretary Elaine MacKenzie moved to approve the November 18, 2024 bills submitted for payment in the amount of \$ 51,690.37. Trustee Janice Newman seconded the motion.

Rollcall:

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

Nays: None

Absent: Felicia Houston and Patricia McCreary Cannon

Motion carried

8) **FINANCIAL REPORTS**

- a. Trustee Sonya Harrington moved to approve the Revenue & Expenditure Reports Year-

*\*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.*

to-Date for November 2024. Trustee Janice Newman seconded the motion.

Rollcall:

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

Nays: None

Absent: Felicia Houston, Patricia McCreary Cannon

Motion carried

b. Review Village Financials

## 9) COMMITTEE REPORTS

a. Building & Grounds by Sonya Harrington – No report

b. Finance by Patricia McCreary Cannon – No Report

## 10) UNFINISHED BUSINESS

a. Illinois Library Standards Chapters 12, 13 — For Discussion

Technology Policy requires updates.

Marketing – Discussion about the state of the current Community Engagement position and how the Library aspires to better reach the community. Director Rayford remarked that it needs to be re-revised instead of eliminated as a position. Per Capita Grant will be reviewed at the next meeting.

## 11) NEW BUSINESS

a. Trustee Angela Oldenkamp moved to approve 1.13 Date and Time of Library Board Meetings 2025 as discussed. Trustee Sonya Harrington seconded the motion.

Rollcall:

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

Nays: None

Absent: Felicia Houston and Patricia McCreary Cannon

Motion carried

## 12) LIBRARY DIRECTOR'S REPORT

a. Director Rayford informed that the roof project has started and is scheduled to be done within two weeks as the weather allows it.

b. She informed the last phase of the website redesign has started and is on schedule.

c. She informed that this year staff In-Service will take place on December 6 and will be divided in two main sections: the first, off site, will cover inter-generational relations, while the second will be at the library where safety training on NARCAN use, First Aid, EAD, CPR, Stop the Bleeding, Sexual Harassment and others will be conducted.

d. She informed that attendance has been slightly lower than usual, but the feedback from the public is very positive.

e. She informed that while the discussion about the replacement of the Community Engagement Coordinator is taking place, Public Services and Youth Services are collaborating to fulfill the roles of the position to the best of their ability.

f. She informed that to restructure salaries in an instance where for example, the duties of

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the Community Engagement Coordinator are integrated to another position, a new benchmark will potentially be conducted and outside sourced.

- g. She also advised that next fiscal year salary discussions should consider a COLA and Merit raise as an alternative for cases where staff members go above and beyond their expected job position and duties.

**13) ANNOUNCEMENTS**

The next regular meeting of the South Holland Library Board of Trustees is Monday, December 16, 2024 at 6:00 p.m.

**14) ADJOURNMENT**

Secretary Elaine MacKenzie moved to adjourn the meeting at 7.05pm. The motioned carried unanimously.

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Elaine MacKenize, Secretary

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Date