

**MINUTES OF THE OCTOBER 26, 2020
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
ONLINE MEETING VIA ZOOM**

1) Call to Order: Per Illinois Public Act 101-0640, this meeting will be held by remote attendance. President Vanessa Bradley called the meeting to order at 7:00 p.m.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Secretary Nancy Banash, Trustee Elaine MacKenzie, Trustee Felicia Houston, Library Director Christyn Rayford and Business Manager Edna Burns.
Treasurer Pat McCreary arrived at 7:03 p.m.

Absent: Trustee Pat Rohm

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

Thank you note to the Board from former Director Wagner for the retirement send off and gifts.

6) Approval of Minutes

a) Trustee MacKenzie moved to approve the Minutes of the regularly scheduled meeting on September 28, 2020, of the South Holland Public Library Board of Trustees. Vice President Van Deursen seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, Banash, MacKenzie, Houston

Nays: None

Absent: Rohm, McCreary

Motion carried.

7) Approval of Bills

a) Secretary Banash moved to approve the October 26, 2020 bills submitted for payment in the amount of \$36,572.14. Trustee Houston seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, Banash, MacKenzie, Houston

Nays: None

Absent: Rohm

Motion carried.

8) Financial Reports

a) Trustee Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for September 2020. Trustee MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, Banash, McCreary, MacKenzie, Houston

Nays: None

Absent: Rohm
Motion carried.

- b) Review of Village Financials for September 2020.

9) Committee Reports

- a) Building & Grounds – No report
- b) Finance – No report.

10) Unfinished Business

11) New Business

a) Appointment of Interim Board Secretary– For Action

Secretary Banash moved to appoint Trustee MacKenzie as the interim Board Secretary. Trustee Houston seconded the motion. Secretary Banash will be moving to Colorado in the next few weeks.

Ayes: Bradley, Van Deursen, Banash, McCreary, MacKenzie, Houston

Nays: None

Absent: Rohm

Motion carried.

b) Covid-19 Response Update – For Action

Director Rayford informed the Board that she is currently conducting daily temperature checks for staff at the beginning of their shift due to the increase of Covid-19 cases in the area and statewide. If a staff member's temperature is 100° or higher, they will be sent home immediately and asked to be tested for the virus. They will be given further instructions from their supervisor. If a staff member tests positive for the virus, the Library will close for three days and offer curbside service only. Trustee Houston asked about a plan if the Library closes. Director Rayford said that Managers will work from home and staff will be given projects and webinars to attend. Trustee MacKenzie approved the Covid-19 emergency plan. Secretary Banash seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, Banash, McCreary, MacKenzie, Houston

Nays: None

Absent: Rohm

Motion carried.

c) Core Standards and Governance/Admin Chapters from Serving Our Public 4.0 Library Standards 2020 Edition – For Discussion

Director Rayford stated that in order to fulfill requirements for the Per Capita Grant, certain chapters of the Core Standards from *Serving Our Public 4.0* Library Standards 2020 Edition must be read by the Library Board.

12) Library Director's Report

- a) Chapter 3 (Personnel) and Chapter 5 (Building Infrastructure and Maintenance) of *Serving Our Public 4.0* for November 16th meeting.
- b) Director Rayford reported that the Succession plan is still in progress.
- c) Director Rayford asked the Board if they liked the new Director's Report format. President Bradley liked it. She said it was easier to read. She also likes the Make & Take projects and the virtual Story times. Trustee MacKenzie likes the

Outreach. Director Rayford asked if they wanted to continue getting the data in the report and the Board chose to keep it.

13) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is November 16, 2020 at 7:00 p.m.

14) Adjournment

At 7:24 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date