The meeting was called to order by Vice-President Donald Van Deursen at 7:00 p.m. in the Board Room at the South Holland Public Library.

2) Roll call:
   Present:  Vice-President Donald Van Deursen, Treasurer Patricia McCreary, Trustee Elaine MacKenzie, Trustee Felicia Houston, Library Director Robin Wagner and Edna R. Burns, Secretary.
   Secretary Nancy Banash arrived at 7:01 p.m.
   Absent: President Vanessa Bradley, Trustee Pat Rohm

3) Introduction of Guests

4) Public Comments
   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

6) Approval of Minutes
   a) Treasurer McCreary moved to approve the Minutes of the April 23, 2018 Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Houston seconded the motion. 5 ayes; 0 nays; 2 absent. Motion carried.

7) Approval of Bills
   a) Trustee Houston moved to approve the Final FY2017-2018 bills submitted for payment in the amount of $21,449.76. Treasurer McCreary seconded the motion. Business Manager Burns explained why and how checks are issued after April 30 but charged back to FY2017-18. She also explained that there may be more checks like these. Roll Call:
      Ayes:  Van Deursen, Banash, MacKenzie, McCreary, Houston
      Nays:  None
      Absent: Bradley, Rohm
      Motion carried.

   b) Trustee MacKenzie moved to approve the May 21, 2018 bills submitted for payment in the amount of $52,623.06. Treasurer McCreary seconded the motion. Director Wagner explained May was higher due to elevator construction bills. Treasurer McCreary asked about being under-budget for May.
Roll Call:
Ayes: Van Deursen, Banash, MacKenzie, McCreary, Houston
Nays: None
Absent: Bradley, Rohm
Motion carried.

8) Financial Reports
a) Secretary Banash moved to approve the final Revenue and Expenditure Reports for FY2017-2018. Trustee Houston seconded the motion. Wagner and Burns detailed that amounts in the YTD reports will be adjusted each month with actual figures in the Budgeted columns to reflect true amounts of Revenue.
Roll Call:
Ayes: Van Deursen, Banash, McCreary, MacKenzie, Houston
Nays: None
Absent: Bradley, Rohm
Motion carried.

b) Trustee MacKenzie moved to approve the Revenue & Expenditure Reports Year-to-Date for May, 2018. Trustee Houston seconded the motion. Treasurer McCreary expressed her concern about other cash being placed into the working budget. The Capital Projects Budget will be revisited at the June Board meeting.
Roll Call:
Ayes: Van Deursen, Banash, MacKenzie, Houston
Nays: McCreary
Absent: Bradley, Rohm
Motion carried.

c) Review Check Voucher and Vendor Invoice Register for April, 2018.

9) Committee Reports
a) Building & Grounds – Elevator inspection will take place on May 30. The inspection will take approximately 4 hours. After inspection is completed, the elevator will be operable for use by staff and patrons.

b) Finance.

10) Unfinished Business

11) New Business
a) Transfer of $200,000 from account 15-00-115 Other Cash to 15-00-111 Cash
Trustee Houston moved to authorize the Village Treasurer to transfer $200,000 from account 15-00-115 Other Cash to 15-00-111 Cash. Trustee MacKenzie seconded the motion. Treasurer McCreary reluctantly agreed to transfer the funds.
Roll Call:
Ayes: Van Deursen, Banash, McCreary, MacKenzie, Houston
Nays: None
Absent: Bradley, Rohm
Motion carried.

b) **3.0 Library Facilities Policy**
Treasurer McCreary moved to approve the reviewed and renamed 3.0 Library Facilities Policy as discussed. Secretary Banash seconded the motion. The Board agreed to place a flag on the flag pole. Treasurer McCreary commented the policy was very good.
5 ayes; 0 nays; 2 absent. Motion carried.

c) **15.17.3 Unpaid Time Off Policy**
Trustee Houston moved to approve the revised 15.17.3 Unpaid Time Off Policy as discussed. Treasurer McCreary seconded the motion. Director Wagner explained that this was being revised again to address the concerns of the Managers.
5 ayes; 0 nays; 2 absent. Motion carried.

d) **Pay Grade Assignment for New Maintenance Technician Position**
Trustee MacKenzie moved to approve the new Maintenance Technician as a Grade 6 as discussed. Trustee Houston seconded the motion.
Roll Call:
Ayes: Van Deursen, Banash, McCreary, MacKenzie, Houston
Nays: None
Absent: Bradley, Rohm
Motion carried.

12) **Library Director’s Report of May 21, 2018**

13) **Announcements**
a) Secretary Banash attended the LACONI dinner. The speaker led to the ATLAS workshop. Treasurer McCreary wants to address poor attendance by northern libraries.

b) The next regular meeting of the South Holland Public Library Board of Trustees is June 25, 2018, at 7:00 p.m.

14) **Adjournment**

At 8:12 p.m. Secretary Banash moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.

________________________________   _______________
(Secretary’s Signature)     Date