1) The meeting was called to order by President Vanessa Bradley at 7:06 p.m. in the Board Room at the South Holland Public Library.

2) Roll call:
   Present: President Vanessa Bradley, Vice-President Donald Van Deursen, Secretary Nancy Banash, Treasurer Patricia McCreary, Trustee Elaine MacKenzie and Edna R. Burns, Secretary.

   Absent: Trustees Pat Rohm and Felicia Houston, Library Director Robin Wagner

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 May 21, 2018 Regular Meeting of the South Holland Public Library Board of Trustees. Vice-President Van Deursen seconded the motion.
      5 ayes; 0 nays; 2 absent. Motion carried.

7) Approval of Bills
   a) Trustee MacKenzie moved to approve the June 25, 2018 bills submitted for payment in the amount of $69,686.48. Treasurer McCreary seconded the motion.
      Roll Call: Ayes: Bradley, Van Deursen, Banash, MacKenzie, McCreary Nays: None Absent: Rohm, Houston
      Motion carried.

8) Financial Reports
   a) Vice-President Van Deursen moved to approve the Revenue & Expenditure Reports Year-to-Date for June, 2018. Trustee MacKenzie seconded the motion. Treasurer McCreary asked why the June salaries were so high. Business Manager Burns explained that the full 2 week salary increase took place in the second pay period of May and she uses
the second pay period of the previous month to estimate the current month’s salaries.

Secretary Banash asked why expenses were so high in 15-00-822, Capital Improvement. Business Manager Burns explained elevator project invoices were paid in June.

Business Manager Burns explained the Budgeted Property Tax Collection amount will reflect 96% of the proposed property tax revenue collected in order to show an actual amount on the Revenue-to-Date Report. She also mentioned that we have not received the final balance from the $200,000 from Other Cash yet.

Roll Call:
Ayes: Bradley, Van Deursen, Banash, MacKenzie, McCreary
Nays: None
Absent: Rohm, Houston
Motion carried.

b) Review Check Voucher and Vendor Invoice Register for May, 2018.

9) Committee Reports
a) Building & Grounds – Business Manager Burns reported the Punch List review was conducted on the elevator project on June 6. There were a few items to be completed. The additional coat of paint on the walls of the Circulation office and matching the existing brown color of the masonry base on the lower level was completed this morning. Installation of a base in the elevator cab, installation of a transition from lower level men’s room into the electrical closet and installation of pipe insulation on pipe in electrical closet has to be completed.

b) Finance.

10) Unfinished Business

11) New Business
a) Resolution 2019-03 Resolution Establishing Prevailing Wage Rates
Treasurer McCreary moved to approve Resolution 2019-03 Establishing Prevailing Wage Rates as discussed. Secretary Banash seconded the motion.
Roll Call:
Ayes: Bradley, Banash, MacKenzie, McCreary
Nays: Van Deursen
Absent: Rohm, Houston
Motion carried.

b) Illinois Public Library Annual Report FY2017-18 (IPLAR)
Treasurer McCreary moved to approve and submit the Illinois Public Library Annual Report FY2017-18 as discussed. Trustee MacKenzie
seconded the motion. Business Manager Burns stated that the Annual Staff Training hours will be changed to 1,128 hours. 5 ayes; 0 nays; 2 absent. Motion carried.

c) **Contract with Universal Lighting of America to Upgrade Remaining Interior and Exterior Lighting to LED with ComEd Rebates for $13,931.40.**
Treasurer McCreary moved to accept the contract with Universal Lighting of America to finish upgrading interior and exterior lighting to LED for $13,931.40 as discussed. Secretary Banash seconded the motion.
Roll Call:
Ayes: Bradley, Van Deursen, Banash, MacKenzie, McCreary
Nays: None
Absent: Rohm, Houston
Motion carried.

d) **Semi-Annual Review of Closed Session Minutes**
Treasurer McCreary moved to keep all Closed Session Minutes closed. Secretary Banash seconded the motion. There are currently no closed session minutes, voting to keep closed session minutes closed. 5 ayes; 0 nays; 2 absent. Motion carried.

e) **Library Closing for Staff In-Service Day August 3, 2018**
Trustee MacKenzie moved to approve closing the Library on August 3, 2018, for a Staff In-Service day. Treasurer McCreary seconded the motion. Business Manager Burns informed the Board that the In-Service day would concentrate on Harassment training for staff and managers.

Treasurer McCreary suggested that in the future the Library could conduct Implicit Bias training for the staff and managers.

5 ayes; 0 nays; 2 absent. Motion carried.

12) **Library Director’s Report of June 25, 2018**
No report was given in the absence of Director Wagner.

13) **Announcements**

a) The next regular meeting of the South Holland Public Library Board of Trustees is July 23, 2018, at 7:00 p.m.

14) **Adjournment**

At 7:44 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Secretary Banash seconded the motion. Motion unanimously carried.

________________________________   _______________
(Secretary’s Signature)     Date