1) Call to Order
The meeting was called to order by President Vanessa Bradley at 6:05 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, Trustee Elaine MacKenzie, Trustee Felicia
Houston, Trustee Pat Rohm, and Library Director Robin Wagner
Treasurer Patricia McCreary arrived at 6:19 p.m.
Absent: Edna Burns, Business Manager

3) Board Development
The Board viewed the webinar “Beyond Assistive Technology: Improving
Library Services to People with Disabilities” presented by Kate Todd and
archived on the RAILS website. This meets the requirement for the FY19
Illinois Public Library Per Capita and Equalization Grant application of “Staff
and trustees will complete at least one free online education opportunity
focusing on meeting the needs of patrons with challenges and disabilities.”

4) Introduction of Guests

5) 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.

6) Correspondence

7) Approval of Minutes
Trustee Rohm moved to approve the Minutes of the August 27, 2018 Regular
Meeting of the South Holland Public Library Board of Trustees. Vice-
President Van Deursen seconded the motion.

7 ayes; 0 nays; Motion carried.

8) Approval of Bills
Trustee MacKenzie moved to approve the September 24, 2018 bills
submitted for payment in the amount of $30,784.99. Trustee Houston
seconded the motion.

Roll Call:
Ayes: Bradley, Van Deursen, Banash, MacKenzie, Rohm, Houston,
McCreary
Nays: None
Absent: None
Motion carried.
9) Financial Reports
   a. Trustee Houston moved to approve the Revenue & Expenditure Reports Year-to-Date for September, 2018. Secretary Banash seconded the motion.

   Director Wagner explained expenditures should be around 42% of each line at this point in the fiscal year.

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

   b. Review Check Voucher and Vendor Invoice Register for August, 2018.
      Director Wagner verified the Village and Library reports were in line with each other. Secretary Banash asked why the FICA line in the Village’s Library Budget Comparison Analysis was at $0. Wagner explained the Village does not charge us for FICA, Medical Insurance Premiums, and IMRF Contributions until the end of the fiscal year in April.

10) Committee Reports
   a. Building & Grounds - The tile flooring in the elevator is popping up at the seams and corners due to faulty installation. The flooring will be re-installed at no cost to the Library, but we are waiting to hear from Architect Dan Pohrte and Construction Manager Justin Pathmann as to what flooring should be installed and related costs.

      Universal lighting just completed the second part of replacing our fluorescent lighting with LED. A walk through to make sure everything is done will be conducted on October 4th.

   b. Finance –

11) Unfinished Business
   a. FY2019 Per Capita Grant Requirements—The Board discussed Chapters 6-10 from Trustee Facts File, Fourth Edition. President Bradley was very happy that what is required for and by the Board in regards to running the Library is what we have been doing all along.

12) New Business
   a. 11.0 Services Policy
      Trustee MacKenzie moved to approve the revised and renamed 11.0 Service Policy as discussed. Trustee Houston seconded the motion.

      Director Wagner thanked Head of Youth Services Dorothy Koll and Head of Public Services Linda Caruso for their work on this policy. This policy was tightened up to reflect the services provided by both departments.

      7 ayes; 0 nays. Motion carried.
b. **3.1.1 Enforcement of Rules**  
Trustee Houston moved to approve the revised 3.1.1 Enforcement of Rules as discussed. Secretary Banash seconded the motion.

Director Wagner explained the need to keep information regarding banning of patrons confidential. Having to ask the Board for permission to ban a patron for more than 30 days would put that person’s name on the agenda and in the minutes. Wagner will bring to the Board recommended guidelines for banning at next month’s meeting.

7 ayes; 0 nays. Motion carried.

c. **Library Closing for In-Service Day December 7, 2018**  
Secretary Banash moved to approve closing the Library on December 7, 2018, for a Staff In-Service Day as discussed. Trustee MacKenzie seconded the motion.

7 ayes; 0 nays. Motion carried.

13) **Library Director’s Report of September 24, 2018**  
Director Wagner provided an update on the absence of Business Manager Burns from tonight’s meeting.

14) **Announcements**  
The next regular meeting of the South Holland Public Library Board of Trustees is October 22, 2018, at 7:00 p.m.

15) **Adjournment**  
At 7:45 p.m. Trustee Rohm moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.

________________________________   _______________  
(Secretary’s Signature)     Date