1) The meeting was called to order by President Vanessa Bradley at 7:03 p.m. in the Board Room at the South Holland Public Library.

2) Roll call:
   Present: President Vanessa Bradley, Vice-President Donald Van Deursen, Trustee Elaine MacKenzie, Trustee Felicia Houston, and Library Director Robin Wagner.

   Absent: Secretary Nancy Banash, Trustee Pat Rohm and Recording Secretary Edna R. Burns.

   Treasurer Patricia McCreary arrived at 7:10 p.m.

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
   a) January 8, 2019—Tax Increment Financing Reports for fiscal year ended April 20, 2018, from the Village of South Holland.

   b) January 14, 2019—A thank you note from Head of Public Services Linda Caruso for the flower arrangement sent while she was out for a medical procedure.

   c) January 22, 2019—An email from Latoya complaining about inconsistencies on checking out materials and rude treatment from staff. President Bradley updated the Board that she spoke to Ms. Latoya and reiterated our procedures.

   d) January 23, 2019—An invitation from the Palos Heights Public Library to attend an Open House and Public Reception to celebrate the Library’s 75th anniversary on February 28, 2019.

6) Approval of Minutes
   a) Trustee Houston moved to approve the Minutes of the December 17, 2018 Regular Meeting of the South Holland Public Library Board of Trustees. Trustee MacKenzie seconded the motion.

   5 ayes; 0 nays; 2 absent. Motion carried.
7) Approval of Bills
   a) Vice-President Van Deursen moved to approve the January 28, 2019, bills submitted for payment in the amount of $56,776.69. Trustee Houston seconded the motion.

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

8) Financial Reports
   a) Trustee MacKenzie moved to approve the Revenue & Expenditure Reports Year-to-Date for January, 2019. Treasurer McCreary seconded the motion.

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

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

9) Committee Reports
   a) Building & Grounds
      • Director Wagner updated the Board on the increase in activity and incidences in the Youth Services Department in the last few weeks. To help control access to the lower level, the east stairwell will be closed off and all access to downstairs will be via the elevator and the west staircase. In addition, all children under 18 years of age and unaccompanied by an adult will be asked to complete a form which includes contact information for a parent or guardian. That person will be called immediately to verify the information is correct.

   b) Finance – The Finance Committee scheduled a meeting for February 13, 2018, at 6:00 p.m. in the Board Room of the Library pending the availability of Secretary Nancy Banash.

10) Unfinished Business - None

11) New Business
    a) 2019 Salary Schedule—For Action*

       Trustee Houston motioned to approve the 2019 Salary Schedule with a 1.9% increase for all grades as discussed. Vice-President Van Deursen seconded the motion.
Treasurer McCreary stated that if the Library wanted to remain competitive in the jobs marketplace, which is why the Board instituted the Salary Schedule last year, then it made sense to accept the 1.9% increase to remain competitive in 2019.

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

12) Library Director’s Report of December 17, 2018
   a) Director Wagner gave out information about the 2019 ILA Trustee Forum in March. None of the Board members could attend this year.

13) Announcements
   a) The next regular meeting of the South Holland Public Library Board of Trustees is February 25, 2019, at 7:00 p.m.

14) Adjournment

   At 7:55 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Trustee MacKenzie seconded the motion. Motion unanimously carried.

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(Secretary’s Signature)           Date