1) The meeting was called to order by President Vanessa Bradley at 7:01 p.m. in the Board Room at the South Holland Public Library.

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

3) Introduction of Guests – Angela Campbell, District 151 staff member and member of the Village Recreation Committee.

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) February 15, 2019—An email from the Illinois Philharmonic Orchestra inviting the Library to participate in their Check OUT IPO library program.
   b) February 18, 2019—A thank you from Interlibrary Loan Assistant Toni Jacobs for the flower arrangement sent while she was out with an extended medical issue.

6) Approval of Minutes
   a) Treasurer McCreary moved to approve the Minutes of the January 28, 2019, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Rohm seconded the motion.

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

7) Approval of Bills
   a) Trustee MacKenzie moved to approve the February 25, 2019, bills submitted for payment in the amount of $32,648.00. Trustee Rohm seconded the motion.

   Treasurer McCreary requested the arranged-by-fund version of the Bills to be Paid report be the only one given to the Board. It is not necessary to give the arranged-by-vendor report.
Roll Call:
Ayes: Bradley, Banash, McCreary, MacKenzie, Rohm
Nays: None
Absent: Van Deursen, Houston
Motion carried.

8) Financial Reports
   a) Trustee Rohm moved to approve the *Revenue & Expenditure Reports Year-to-Date* for February, 2019. Trustee MacKenzie seconded the motion.

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

   b) Review *Check Voucher and Vendor Invoice Register* for January 2019.

9) Committee Reports
   • Building & Grounds
     • Director Wagner reported the rubber tile floor in the elevator will be replaced with carpet tiles in a medium gray shade by TSI Commercial Flooring at a cost of $1,535.00. This will be paid using Per Capita Grant monies. The next step is to replace the carpeting between the east and west entrance doors and at the Circulation Desk due to the old carpeting showing once the Desk was moved to accommodate the elevator. This will be on the agenda in March and will also come from Per Capita Grant monies.

   • Finance
     • Secretary Banash moved to approve the minutes of February 20, 2019, Finance Committee meeting. President Bradley seconded the motion.

     3 ayes; 0 nays. Motion carried.

     • Treasurer McCreary reported on the work done by the Committee at the February 20th meeting.

     Due to the following concerns, the Committee is recommending to the Board a merit increase for each employee based on their evaluation score and not to exceed 2%. This decision is due the following factors:

     1. Revenue budgeting for property taxes will be 91% of the amount levied, reflecting the just under 91% of property taxes received in the current fiscal year. This is 1.945 million versus 2.137 million.

     2. Passage of the “Lifting Up Illinois Working Families Act” which does not exempt government entities from new minimum wage increases over the next 5 years.
The Committee is also recommending to the Board to reconsider adjusting the 2019 Salary Schedule to a 1% increase over the 2018 Schedule instead of the 1.9% increase previously approved. This will keep the starting salary for staff hired after May 1, 2019, below current staff in similar positions.

- A discussion followed about the procedures used by the Village Treasurer to manage Library funds. It was decided to ask Village Treasurer Beth Herman to meet with the Board prior to the March 25th meeting to answer the Board’s questions directly. Director Wagner was asked to reach out to Ms. Herman about her availability. President Bradley told Board members to forward their questions to her by Friday, February 28th so they could be forwarded to Ms. Herman in advance of the meeting.

- The next meeting of the Finance Committee was schedule for 6:00 p.m. on March 25, 2019.

10) Unfinished Business - None

11) New Business
   a) Staff Merit Increases for FY2019-2020—For Action*
      Secretary Banash motioned to approve staff merit increases for FY2019-2020 not to exceed 2% per individual as discussed. President Bradley seconded the motion.

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

   b) 2019 Salary Schedule—For Action*
      Secretary Banash motioned to approve the 2019 Salary Schedule with a 1% increase for all grades as discussed. President Bradley seconded the motion.

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

   c) 15.21 Bereavement Policy—For Action*
      Trustee MacKenzie motioned to approve the revised 15.21 Bereavement Policy as discussed. Treasurer McCreary seconded the motion. Director explained clarification was need in the number of days given for the death of various family members.

      5 ayes; 0 nays; 2 absent. Motion carried.
12) **Library Director’s Report of February 25, 2018**  
a) Director Wagner invited the Board members to view the Micro-Pantry on the lower-level at the base of the west staircase.

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

14) **Adjournment**  
At 8:15 p.m. Secretary Banash moved the Board adjourn until the next regular meeting. Trustee Rohm seconded the motion. Motion unanimously carried.

________________________________   _______________  
(Secretary’s Signature)     Date