MINUTES OF THE MAY 20, 2019
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES

1) Call to Order: The meeting was called to order by Vice-President Van Deursen at 7:14 p.m. in the Board Room at the South Holland Public Library.

Roll call:
Present: Vice-President Don Van Deursen, Secretary Nancy Banash, Treasurer Patricia McCreary, Trustee Pat Rohm, Library Director Robin Wagner.

President Vanessa Bradley arrived at 7:20 p.m.

Absent: Trustee Felicia Houston, Trustee Elaine MacKenzie, Business Manager Edna Burns.

2) Swearing in of New Board Members
President Bradley administered the Oath of Office to re-elected Trustees Nancy Banash and Patricia McCreary. Trustee Houston was absent and will be sworn in at the June 24, 2019 meeting.

3) Election of Board Officers for 2019-2021
Election of Officers for 2019-2021 to include President, Vice-President, Treasurer and Secretary.

Trustee Rohm moved to approve the following slate of Officers for 2019-2021:

President – Vanessa Bradley
Vice-President – Don Van Deursen
Treasurer – Patricia McCreary
Secretary – Nancy Banash

Trustee McCreary seconded the motion.

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

4) Appointment of Committees for 2019-2021
Trustee Rohm moved to appoint the following committee members for 2019-2021:


b. Finance – Treasurer McCreary, President Bradley, and Secretary Banash.

Treasurer McCreary seconded the motion.

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

5) Appointment of Open Meetings Act (OMA) Officer for 2019-2021
Secretary Banash moved to appoint Trustee Rohm as the Open Meetings Act Officer for 2019-2021. Vice-President Van Deursen seconded the motion.

5 ayes; 0 nays; 2 absent. Motion carried.
6) **Introduction of Guests** – None

7) **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.

8) **Correspondence**

   a) April 25, 2019—A letter to President Bradley asking her to consider O’Neill & Gaspardo, LLC the next time the Library is in need of consulting, accounting or auditing services.

9) **Approval of Minutes**

   a) Trustee Rohm moved to approve the Minutes of the April 15, 2019, Regular Meeting of the South Holland Public Library Board of Trustees. Treasurer McCreary seconded the motion.

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

10) **Approval of Bills**

   a) Treasurer McCreary moved to approve the FY2018-2019 bills submitted for payment in the amount of $46,689.20. Secretary Banash seconded the motion.

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

   b) Secretary Banash moved to approve the May 20, 2019, bills submitted for payment in the amount of $12,197.20. Trustee Rohm seconded the motion.

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

11) **Financial Reports**

   a) Secretary Banash moved to approve the *Revenue & Expenditure Reports for FY2018-2019*. Treasurer McCreary seconded the motion.

      Director Wagner estimated approximately $55,000 may be unspent once the final numbers are available from the Village Treasurer.

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

   b) Trustee Rohm moved to approve the *Revenue & Expenditure Reports Year-to-Date for May, 2019*. Treasurer McCreary seconded the motion.
Roll Call:
Ayes: Bradley, Van Deursen, Banash, McCreary, Rohm
Nays: None
Absent: Houston, MacKenzie
Motion carried.

c) Review of Village Financials for April 2019.
Treasurer McCreary asked what was “Special Events” as listed on the Village Financials. Director Wagner clarified that fund line was the same as our “Public Relations” fund line which actually should be called “Programming.” Some fund lines have different names to more closely align with the Village fund lines.

12) Committee Reports
a) Building & Grounds—
   1) Director Wagner reported there has been no water in the Youth Services pit area since the re-grading project was completed on the south side of the Library.
   2) Several Board members liked the new carpet squares and pattern in the foyer area.

b) Finance—
   1) President Bradley moved to approve the minutes of the April 15, 2019, Finance Committee meeting. Secretary Banash seconded the motion.

   3 ayes; 0 nays; 0 absent. Motion carried.

13) Unfinished Business - None

14) New Business
   a) 16.19 Head of Youth Services Job Description revision—For Action*
      Secretary Banash motion to approve the revision to 16.19 Head of Youth Services Job Description adding “a bachelor’s degree with equivalent experience” to the qualifications. Trustee Rohm seconded the motion.

      The Board discussed this revision in-depth. Treasurer McCreary said to stay with requiring an MLS for the position. That accepting less was starting a negative trend for the Library. President Bradley did not want us to jump over the current Youth Services Librarians who had their MLS degrees. Trustee Rohm said in her nursing career, sometimes experience was better than a degree.

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

   b) Proposal from Amber Mechanical Contractors, Inc. for humidifier #4 replacement to cost $8,407—For Action.*

      Treasurer McCreary motion to contract with Amber Mechanical to replace humidifier #4 for $8,407 as discussed. Vice-President Van Deursen seconded the motion.
Director Wagner indicated this was the humidifier on a basement unit that had been last replaced in 1999.

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

15) Library Director’s Report of May 20, 2019
   a) Director Wagner pointed out the Library has received federal eRate funding to installed fiber optics internet access with the funding paying 90% of the monthly costs. This will be done in July.

   b) Wagner was informed today that she was elected to the SWAN Board of Directors to serve a two-year term starting in July.

12) Announcements
   a) The next regular meeting of the South Holland Public Library Board of Trustees is June 24, 2019, at 7:00 p.m.

13) Adjournment
   At 8:21 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Secretary Banash seconded the motion. Motion unanimously carried.

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(Secretary’s Signature)     Date