MINUTES OF THE SEPTEMBER 23, 2019
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES

1) Call to Order: 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.

Roll call:

Present: President Vanessa Bradley, Secretary Nancy Banash, Treasurer Patricia McCreary, Trustee Elaine MacKenzie, Trustee Pat Rohm, Trustee Felicia Houston, Library Director Robin Wagner and Business Manager Edna Burns

Trustee Felicia Houston arrived at 7:20 p.m.

Absent: Vice-President Don Van Deursen

2) Introduction of Guests – Christyn Rayford, the new Head of Youth Services was introduced to the Board.

3) 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.

4) Correspondence – None

5) Approval of Minutes
a. Trustee Rohm moved to approve the Minutes of the August 19, 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.

6) Approval of Bills
a. Trustee MacKenzie moved to approve the September 23, 2019, bills submitted for payment in the amount of $29,491.89. Treasurer McCreary seconded the motion.

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

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


c. Cook County Agency Tax Rate Report for 2018.
Director Wagner explained the drop in Equalized Assessed Valuation (EAV) from 2017 to 2018 however; the drop in EAV does not affect the Library. The Library levy will be determined and voted on at next month’s meeting. Director Wagner reminded the Board of ILA’s recommendation to ask for a levy increase as close to 5% as possible in order to collect a good portion of the property taxes collected. This was in regards to covering the minimum wage mandated increases and the threat of property tax rate caps being frozen for all taxing bodies regardless of home rule.

8) Committee Reports
   a) Building & Grounds
      Two components of the HVAC system need to be upgraded and/or replaced—the Building Automation System and Air Handler #1 with Condensing Unit #1.

   b) Finance – No report.

9) Unfinished Business - None

10) New Business
   a) FY2020 Per Capita Grant Requirements – For Discussion
      Reading and discussing Chapter 11-14 and the appendices in the Serving our Public 3.0 Standards for Illinois Public Libraries is a Per Capita requirement for the Board. Trustee Rohm was interested to find out that libraries should offer a variety of payment methods for donors. Treasurer McCreary asked about training for Trustees. Director Wagner will send links to the board for training and informational webinars so they can keep up with continuing education requirements.

      Director Wagner also explained that the board must watch a video on organization management. A 50-minute video on space planning will be shown at the October meeting to fulfill this requirement. This will complement the in-service presentation the staff will be attending during their in-service day on December 6 titled “What Turns Space into Place” presented by Kelly Krieg-Sigman.

      Finally, the Board will review individually the websites of the Digital Public Library of America (DPLA) (https://dp.la/) and the Illinois Digital Archives (IDA) (http://idaillinois.org/) to become familiar with the services provided by these organizations.

   b) Resolution 2020-03 Transferring Funds to Other Cash Funds – For Action
      Director Wagner asked the board to table the resolution until next month’s meeting due to the two HVAC projects which are pending. Trustee MacKenzie moved to table the resolution transferring funds to Other Cash Fund 15-00-115. Secretary Banash seconded the motion.

Roll Call:
Ayes: Bradley, Banash, McCreary, MacKenzie, Rohm, Houston
Nays: None
c) January, 2020 Salary Schedule – For Action
Trustee Rohm moved to approve the 2020 Salary Schedule accommodating the minimum wage increase effective January 1, 2020, as discussed. Trustee Houston seconded the motion.

Director Wagner reported that these changes in the Salary Schedule will not affect staff salaries during this fiscal year.

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

d) Air Handler #1 Replacement Project – For Action
Director Wagner asked the board to table the approval of this project until she obtains more information on the complete project. Trustee MacKenzie moved to table approval until the October meeting. Trustee Houston seconded the motion.

The Board directed Wagner to send the proposals to Vice-President Van Deursen for review and input.

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

11) Library Director’s Report of September 23, 2019*
a) Director Wagner reported the completed Strategic Plan accomplishments to date.
b) Director Wagner asked for attendance confirmation for Trustee Day to be held at the Tinley Park Convention Center on October 24, 2019. Treasurer McCreary will attend.
c) Director Wagner announced the resignation of Janis Elmore, Public Services Librarian.
d) Director Wagner reported the Chipotle fundraiser grossed $220.43 in profits.
e) Business Manager Burns will send a reminder to the board to bring items for the Micropantry to the October meeting.

12) Announcements
a) The next regular meeting of the South Holland Public Library Board of Trustees is October 28, 2019, at 6:00 p.m.

13) Adjournment
At 8:10 p.m. Secretary Banash moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.