1) **Call to Order:** The meeting was called to order by President Vanessa Bradley at 6:02 p.m. in the Board Room at the South Holland Public Library.

**Roll call:**

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Trustee Elaine MacKenzie, Trustee Pat Rohm, Library Director Robin Wagner and Business Manager Edna Burns

Treasurer McCreary arrived at 6:06 and Trustee Houston at 7:39 p.m.

Absent: Secretary Nancy Banash

2) **Board Development**

   a. **Viewed the webinar “Space Planning Without the Space: Re-imagining Your Existing Library.” (50 minutes).**

      The Board agreed that the Barrington Library had too much room.

      Treasurer McCreary stated that the circulation numbers are decreasing so why are we in need of more space? President Bradley liked the idea of imagining the library empty before remodeling. Trustee MacKenzie likes our library's private study rooms.


      Director Wagner informed the Board that the management team meets or exceeds the expectations specified in Chapter 3. The Board likes the name tags worn by the Library staff.

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. **October 9, 2010 – Thank you note from former Public Services Librarian Janis Elmore for the Amazon gift card given to her by the Board and Staff of the Library as recognition of her service to the Library.**

   b. **October 14, 2019 – A thank you note from Noreen & Don Van Deursen for the donation to Chicagoland Prison Outreach in memory of Andy Van Deursen by the Board and Staff of the Library.**

   c. **October 14, 2019 – A thank you letter from Corey Buchanan, Executive Director of Chicagoland Prison Outreach, for the donation given in memory of Andy Van Deursen by the Board and Staff of the Library.**
6) Approval of Minutes
   a) Treasurer McCreary moved to approve the Minutes of the September 23, 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 October 28, 2019, bills submitted for payment in the amount of $41,453.27. Trustee Rohm seconded the motion.

      Treasurer McCreary noticed the payment to the Muntu Dance group and was happy we were hosting them for Black History month in February.

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

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

      Treasurer McCreary asked about those budget lines with over 50% spent already. Business Manager Burns explained that these lines had many expenses which were paid annually in the first half of the Library’s fiscal year.

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


9) Committee Reports
   a) Building & Grounds
      1. Update on building projects—Village Public Works came and painted over the purple, blue and yellow on the exterior of the building. Those areas are now brown. Board members like the bronze statues at the Library and other spots in the Village. Wagner reported kids and teens are really drawn to it.

   b) Finance – No report.

10) Unfinished Business
    a) Resolution 2020-03 Transferring Funds to Other Cash Funds – For Action
        Trustee MacKenzie moved not to adopt Resolution 2020-03, Transferring Funds to Other Cash Fund 15-00-115. Trustee Rohm seconded the motion.

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

b) Air Handler #1 Replacement Project – For Action
Trustee MacKenzie moved to accept the proposal from Amber Mechanical for the replacement of Air Handler #1 and Condensing Unit #1 for a cost of $45,325. Treasurer McCreary seconded the motion.

Vice-President Van Deursen has looked over the Amber Mechanical contract and recommends that the Library follows their recommendations and use them to replace the units. We have always had a good relationship with Amber.

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

11) New Business
a) Levy Request for FY2020-2021– For Action
Trustee Rohm moved to approve the levy request for FY2020-2021 in the amount of $2,217,583.62 (3.75%). Trustee MacKenzie seconded the motion.

Director Wagner will write a letter to send to Mayor De Graff to send with the request.

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

b) Cyber and Privacy Liability Policy Premium – For Action
Trustee Houston moved to reimburse the Village of South Holland in the amount of $373.64 for the 12/1/18-19 term of the Library's Cyber Liability Insurance. Treasurer McCreary seconded the motion.

This money is owed to the Village because they paid our portion of the premium.

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

c) Building Automation Service Agreement – For Action
Trustee Rohm moved to accept the proposal from Total Automation Concepts for a 3-year HVAC Building Automation Service Agreement for a cost of $16,281. Trustee Houston seconded the motion.

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

d) 15.40 Prohibiting Harassment, Discrimination & Retaliation – For Action

Treasurer McCreary moved to approve the revised and renamed 15.40 Prohibiting Harassment, Discrimination & Retaliation policy as discussed. Trustee MacKenzie seconded the motion.

Director Wagner explained this is required due to the changes in State law that become effective January 1.

6 ayes; 0 nays; 1 absent. Motion carried.

12) Library Director’s Report of October 28, 2019*
   a) President Bradley asked Director Wagner if Janis Elmore, the Full-time Public Services Librarian will be replaced. Director Wagner reported that she will be replaced and interviews were currently being held for the position.

   b) Trustee Houston stated that the Program that she held earlier in the month regarding a stress-less life was only attended by four patrons. She stated requiring patrons to register for programs may be preventing some patrons to just walk-in and attend. Director Wagner stated staff will go back to the practice of making live reminder calls, not text messages or emails, to patrons who register for programs.

   c) Treasurer McCreary attended Trustee Day. She enjoyed the speaker who addressed the impact poverty and homelessness has on libraries.

13) Announcements
   a) The next regular meeting of the South Holland Public Library Board of Trustees is November 18, 2019, at 7:00 p.m.

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