

**MINUTES OF THE FEBRUARY 24, 2020
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 7:08 p.m. in the Board Room at the South Holland Public Library.

2) Roll call:

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

Absent:

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

February 14, 2020 – To Vice-President Van Deursen, an email invite from the League of Women Voters of Illinois to their 100th Anniversary Commemorative Luncheon on September 24, 2020.

6) Approval of Minutes

a) Trustee Rohm moved to approve the Minutes of the January 27, 2020, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee MacKenzie seconded the motion.

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

7) Approval of Bills

a) Trustee MacKenzie moved to approve the February 24, 2020 bills submitted for payment in the amount of \$64,686.26. Treasurer McCreary seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, Banash, McCreary, Houston, MacKenzie, Rohm

Nays: None

Absent:

Motion carried.

8) Financial Reports

a) Trustee MacKenzie moved to approve the *Revenue & Expenditure Reports Year-to-Date* for February, 2020. Secretary Banash seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, Banash, McCreary, Houston, MacKenzie, Rohm

Nays: None

Absent:

Motion carried.

- b) Review of Village Financials for January & February, 2020.

9) Committee Reports

- a) Building & Grounds –

- b) Finance –

- i) Treasurer Patricia McCreary explained that HR Source recommends a national 3% staff merit increase.
- ii) Next Finance Committee meeting date is Monday, March 23, 2020 at 6:00 p.m.

10) Unfinished Business

11) New Business

- a) **Staff Merit Increases for FY2020-2021 – For Action**

Trustee Houston moved to approve staff merit increases for FY2020-2021 not to exceed 3% per individual.

Roll Call:

Ayes: Bradley, Van Deursen, Banash, McCreary, Houston, MacKenzie, Rohm

Nays: None

Absent:

Motion carried.

- b) **05-01-2020 Salary Schedule – For Action**

Trustee Rohm moved to approve the 05-01-2020 Salary Schedule as discussed. Trustee Houston seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, Banash, McCreary, Houston, MacKenzie, Rohm

Nays: None

Absent:

Motion carried.

- c) **Space Needs Study, Facility Condition Assessment & Master Plan Services Proposals – For Action**

Trustee Houston moved to approve interviewing the following firms for the Space Needs Study proposals. Trustee MacKenzie seconded the motion.

1. Library Planning Association
2. Engberg Anderson Architects
3. Product Architecture + Design

Roll Call:

Ayes: Bradley, Van Deursen, Banash, Houston, MacKenzie, Rohm

Nays: McCreary

Absent:

Motion carried.

President Bradley asked if this was done in earlier years by the previous Director. Director Wagner explained that the study was done for interior design purposes not space assessment.

Treasurer McCreary suggested that since the attendance numbers are decreasing why not wait two years to see if there's an increase in the numbers. Director Wagner explained that patrons may need more study rooms, more space for programs, etc.

Vice-President Van Deursen agreed that the study needs to be done for the future of the Library. Director Wagner suggested interviewing two to three firms.

Treasurer McCreary asked if any of the firms that responded to the RFP were black-owned firms. Director Wagner stated that no African American owned firms responded to the RFP. Treasurer McCreary stated that South Holland is 80% African American, there should be at least a 10-20% participation in the space needs assessment project. She suggested that the interviews be tabled for a month while research is done to find African American firms.

President Bradley stated that the RFP could not be resubmitted to include African American firms.

It was agreed that Vice-President Van Deursen and Treasurer McCreary sit in on the interviews.

President Bradley asked board members to attend the Children's Youth Council Reading Night sponsored by Congresswoman Robin Kelly on March 18th.

12) Library Director's Report of December 16, 2019

a) Report from the South Suburban ILA Legislative Breakfast

Trustee MacKenzie enjoyed the breakfast. She stated the speakers were good and the program was well attended. She informed the board that libraries receive 2% of tax dollars and the government has budgeted for more.

Treasurer McCreary asked Director Wagner why the number of visits to the library is dropping. She would like to see a spreadsheet comparing 2018 numbers to the present numbers.

13) Announcements

- a)** The next regular meeting of the South Holland Public Library Board of Trustees is March 23, 2020 at 7:00 p.m.

14) Adjournment

At 8:47 p.m. Secretary Banash moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date