

This meeting was conducted electronically.

To access the meeting:

1. Go to
<https://zoom.us/j/92119110330?pwd=OGNKL3g0VWJpSjJ0bVBTc0dWaEdaQT09>
2. Enter Meeting ID 921 1911 0330
3. Enter Password 010258
4. Call-in to 312-626-6799

**MINUTES OF THE APRIL 27, 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 7:02 p.m. electronically.

2) Roll call:

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

ALL TRUSTEES ATTENDED ELECTRONICALLY.

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 – None

6) Approval of Minutes

- a) Secretary Banash moved to approve the minutes from the regularly scheduled meeting on February 24, 2020. Trustee MacKenzie seconded the motion. Motion carried.
- b) Treasurer McCreary moved to approve the minutes from the special meeting held on April 6, 2020. Trustee Houston seconded the motion. Motion carried.

7) Approval of Bills

- a) Treasurer McCreary moved to approve the March 23, 2020 bills. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

- b) Trustee MacKenzie moved to approve the April 27, 2020 bills. Secretary Banash seconded the motion.

Roll Call:

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

Nays: None
Absent:
Motion carried.

8) Financial Reports

- a) Treasurer McCreary moved to approve the Expenditures & Revenue Reports Year-to-date for March and April. Trustee Houston seconded the motion. Motion carried.

- b) Review Village Financials
Treasurer McCreary asked if we still had to pay WOW service since the library is closed. Director Wagner said we were on the last one or two payments to end the contract. President Bradley asked if patrons could use the wi-fi while we are closed. Business Manager Burns explained if patrons were in the parking lots, they could access the wi-fi.

9) Committee Reports

- a) Building & Grounds
Business Manager Burns reported there was a leak in the ceiling of the back offices. She contacted NIR Roofing and is awaiting a response from them. The computer tables and chairs for the Public Service area have been delivered. Upon re-opening, we will cover the water fountains in the hallways.

- b) Finance Committee
Treasurer McCreary reported that the Board will vote on Resolution 2021-01 and the working budget later in the meeting.

10) Unfinished Business

11) New Business

- a) **Covid-19 Response – For Discussion**
Director Wagner explained some libraries are offering curbside service to their patrons. She compared the library to the Community Center because we offer services to the community. She proposed keeping the library closed through May 31st and bring the staff in on a rotation basis May 18th. We would open to the public June 1st limiting the number of patrons in the building. The plan is to keep Youth Services closed during this initial period to prevent the dropping off of children. She does not want to offer curbside services and will keep computer use to a minimum. Virtual services are currently being provided. Returned materials are being quarantined by date. All programs have been cancelled through August 31st. All outside use of meeting rooms have been cancelled until further notice.

Beanstack will provide summer reading and activities online. Hoopla, a streaming service for movies, music, audiobooks, and other materials, will be available the beginning of May for patrons providing 5 items per month. We are providing additional e-books and electronic services.

Trustee Houston asked about yoga and Pilates classes. Director Wagner stated we will be providing chair yoga and dancing classes online.

President Bradley asked if the police could be informed patrons may be using our wi-fi from the parking lots. Director Wagner will inform Pat Mahon, Assistant Village Administrator of our plans.

b) Space Needs Study, Facility Assessment & Master Plan Services Project – For Action

Director Wagner recommended the project be postponed due to Covid-19 and her upcoming retirement. It is best to leave this project for the new Director. Treasurer McCreary moved to postpone the project until a later date. Vice-President Van Deursen seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

c) Resolution 2021-01 Library Appropriation and Levy for FY2020-2021 – For Action. Appropriation for FY2020-2021 totals \$2,459,584 and the Levy totals \$2,217,584

Trustee MacKenzie moved to approve the Appropriation for FY2020-2021 totaling \$2,459,584 and Levy totaling \$2,217,584. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

d) Working Budget FY2020-2021 – For Action. The Working Budget for FY2020-2021 totals \$2,459,584.

Trustee MacKenzie moved to approve the working budget totaling \$2,459,584 for FY2020-2021. Trustee Houston seconded the motion. The working budget will be reduced to 92% to allow for tax payment shortages.

Roll Call:

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

Nays: None

Absent:

Motion carried.

e) Resolution 2021-02 Authorizing Non-Resident Cards for FY2020-2021 – For Action

The non-resident fee for FY2020-2021 is \$276. Director Wagner explained we don't get non-resident patrons to buy cards. Treasurer McCreary moved to approve the \$276 non-resident fee for FY2020-2021. Secretary Banash seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

f) Strategic Plan 2019-2023 Year Two – For Action

Treasurer McCreary moved to table approval of the Strategic Plan until Director Wagner can provide dollar amounts for the various projects. Trustee MacKenzie asked why the monthly newsletter will be distributed quarterly. Director Wagner

explained that issuing the newsletter monthly was a bit of a burden on the department heads. Outside sources will be structuring the quarterly newsletters, however we will still distribute monthly calendars of events. Trustee Houston seconded the table.

7 ayes 0 nays 0 abstain

g) Library Director Search – For Action

Director Wagner stated she is not interested in leading the search for a new Director because she doesn't have the resources recruitment companies have to search for applicants. President Bradley suggested posting the position on RAILS, ALA, ILA and other sites before hiring a consultant. Secretary Banash moved that Director Wagner put together a job recruitment packet to present to the Board before the May 18th Regular Board Meeting. Trustee Houston seconded the motion.

7 ayes 0 nays 0 abstain

12) Library Director's Report – None

13) Announcements

The next regular meeting of the South Holland Public Library Board of Trustees is May 18, 2020 at 7:00 p.m. This meeting is one week earlier due to the Memorial Day holiday.

14) Adjournment

At 9:02 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Trustee Houston seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date