

**MINUTES OF THE MAY 18, 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 7:00 p.m. THE MEETING WAS HELD ELECTRONICALLY.

2) Roll call:

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

Absent: Trustee Pat Rohm

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) Trustee MacKenzie moved to approve the Minutes of the regularly scheduled meeting on April 27, 2020, of the South Holland Public Library Board of Trustees. Trustee Houston seconded the motion.
6 ayes; 0 nays; 1 absent. Motion carried.

b) President Bradley moved to approve the Minutes from the Finance Committee on April 27, 2020. Secretary Banash seconded the motion.
3 ayes; 0 nays; 1 absent. Motion carried.

7) Approval of Bills

a) Trustee MacKenzie moved to approve the final April 30, 2020 bills. Vice-President Van Deursen seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

b) Treasurer McCreary moved to approve the May 18, 2020 bills. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

8) Financial Reports

- a) Treasurer McCreary moved to approve the *Revenue & Expenditure Reports Year-to-Date* for April, 2020. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

- b) Treasurer McCreary moved to approve the *Revenue & Expenditure Reports Year-to-Date* for May, 2020. Trustee MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

- c) Review of Village Financials for April, 2020.

9) Committee Reports

- a) Building & Grounds

Business Manager Burns reported that Sneeze guards have been purchased for the circulation desk. President Bradley asked about the information desk and Director Wagner explained we will provide face shields for the staff at the Youth Services and Public Services information desks. President Bradley also asked if the library will provide masks for patrons and extra sanitizing. Director Wagner answered we do have cloth masks for the staff and we would offer disposable masks for patrons who need them. She assured her we will be sanitizing twice a day once we're open to the public.

- b) Finance

Treasurer McCreary suggested that we should reduce the maximum salary increase from 3% to 2%. Director Wagner explained raises have not been given and it can be changed at the June meeting since raises won't take effect until July. Treasurer McCreary agreed to have a Finance Committee meeting at 6:30 p.m. before the June 22nd board meeting to discuss salary increases.

10) Unfinished Business

- a) **Strategic Plan 2019-2023 Year Two – For Action**

Director Wagner included the budgeted amounts in the Strategic Plan. Secretary Banash asked if the servers could be replaced while the library is closed.

Director Wagner explained the server will be purchased by July 1 and installed soon after.

Under the South Holland Public Library values, Treasurer McCreary asked if "A safe and welcome environment" could be changed. Director Wagner explained it could not be changed. This Plan was approved last year with the wording and it was not on the agenda to change it at this meeting. The only thing on the agenda was the Year Two Action Plan.

Trustee MacKenzie moved to accept the Strategic Plan 2019-2023 Year Two Action Plan. Secretary Banash seconded the motion.

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

11) New Business

a) Covid-19 Response – For Discussion

Director Wagner explained the staff will return to the building on June 1st. There will be no more than 10 people on each floor. Curbside pick-up will begin on June 16th. We will use SWAN Curbside Communicator. We will put materials on a table outside and the patron can pick it up or the staff will put the materials in their trunk. She has not decided when to open to the public.

Secretary Banash asked about donations. Director Wagner explained we cannot take donations until further notice. Any materials donated will be put in the trash bin.

b) Library Director Job Posting – For Action

Secretary Banash moved to accept the Library Director Job Posting and the \$85,000 salary. Trustee MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

Director Wagner will post the position on May 19, 2020 on RAILS, ALA, ILA and BCALA. She will furnish questions and submit resumes to President Bradley.

12) Library Director's Report

Staff has been working virtually from home. Public Service staff is manning voicemails, Google voice and Tawk chat service on Monday thru Friday 10:00 am – 5:00 pm. Staff has been attending several webinars. We will use Beanstack for our Summer Reading programs.

13) Announcements

a) There will be a Finance Committee meeting at 6:30 p.m. before the regular board meeting on June 22, 2020.

b) The next regular meeting of the South Holland Public Library Board of Trustees is June 22, 2020 at 7:00 p.m.

14) Adjournment

At 8:06 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