

**MINUTES OF THE JUNE 22, 2020
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
ONLINE MEETING VIA ZOOM**

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 Elaine MacKenzie, Library Director Robin Wagner and Business Manager Edna Burns
Trustee Pat Rohm arrived 7:12 p.m.

Absent: Trustee Felicia Houston

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) June 4, 2020 – Letter from Jesse White, Secretary of State, awarding the South Holland Public Library a FY2020 Per Capita Grant in the amount of \$27,537.50.
- b) June 18, 2020 – Thank you note from Circulation Clerk Nancy Bates thanking the Board for continuing to pay staff when the Library was closed due to Covid-19.
- c) June 22, 2020 – Thank you note from Circulation Clerk Norma Allen thanking the Board for continuing to pay staff when the Library was closed due to Covid-19.

6) Approval of Minutes

- a) Treasurer McCreary moved to approve the Minutes of the regularly scheduled meeting on May 18, 2020, of the South Holland Public Library Board of Trustees. Trustee MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

7) Approval of Bills

- a) Trustee MacKenzie moved to approve the June 22, 2020 bills. Secretary Banash seconded the motion. President Bradley questioned Director Wagner if the Library had to pay utilities to the staff for working from home even though they were paid their scheduled hours. Director Wagner stated as of January 1, 2019

employers are required to reimburse employees for expenses when working from home. Director Wagner will send a copy of the law to the Board tomorrow.

Roll Call:

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

Nays: McCreary

Absent: Houston

Motion carried.

8) Financial Reports

- a) Trustee Rohm moved to approve the *Revenue & Expenditure Reports Year-to-Date* for June, 2020. Vice-President Van Deursen seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

- b) Review of Village Financials for June, 2020. Director Wagner told the Board the surplus funds from the FY19-20 would be added to the Other Cash line.

President Bradley asked if we would be using our surplus money for anything specific. Wagner stated \$100,000 has been budgeted in this fiscal year to cover emergency expenses such as repairs to the HVAC system.

9) Committee Reports

- a) Building & Grounds

Business Manager Burns reported that Sneeze guards were being installed at the circulation desk. Director Wagner explained she has a tentative date to open to the public in mid-July or maybe later. Seats are being removed to discourage patrons from hanging out in the library. Treasurer McCreary stated if they have masks on why can't they sit and linger. Trustee Rohm explained the issue is that they will be touching materials.

- b) Finance

Treasurer McCreary informed the Board that the Finance Committee decided to leave the merit increase at a 3% maximum per employee.

10) Closed Session

Treasurer McCreary moved to go into executive session pursuant to 5 ILCS 120/2(c)1, the appointment, compensation, discipline, performance, or dismissal of specific employees of the public body. Secretary Banash seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

Secretary Banash moved to close the executive session. Vice-President Van Deursen seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

At 7:51 p.m. Vice-President Van Deursen moved to open the Regular meeting. Secretary Banash seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

11) Unfinished Business

12) New Business

a) Staff Merit Increases FY2020-2021– For Action

No action was taken.

b) Illinois Public Library Annual Report FY2020-2021 (IPLAR) – For Action

Trustee MacKenzie moved to approve and submit the Illinois Public Library Annual Report FY2020-2021. Treasurer McCreary seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

c) Semi-Annual review of Closed Session Minutes – For Action

Secretary Banash moved to keep all Closed Session Minutes closed. Trustee MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

d) Addendum to 3.1 Rules of Behavior – For Action

Trustee Rohm moved to accept the Addendum to 3.1 Rules of Behavior as discussed. Secretary Banash seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

12) Library Director's Report

The items listed on the Director's Report must be completed before opening the library for public access. Director Wagner reported the curbside pick-up is moving quite smoothly. RAILS is delivering and picking up items. Treasurer McCreary asked was any information posted on the doors. Director Wagner stated all information the public needs at this time is posted on the doors.

13) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is July 27, 2020 at 7:00 p.m.

14) Adjournment

At 8:02 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Secretary Banash seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date