

**MINUTES OF THE JULY 27, 2020  
REGULAR MEETING  
OF THE SOUTH HOLLAND PUBLIC LIBRARY  
BOARD OF TRUSTEES  
ONLINE MEETING VIA ZOOM**

**1) Call to Order:** Per Illinois Public Act 101-0640, this meeting will be held by remote attendance. The meeting was called to order by President Vanessa Bradley at 7:03 p.m.

**2) Roll call:**

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

Absent: None

**3) Introduction of Guests –** Future Director Christyn Rayford, currently Head of Youth Services.

**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 of the regularly scheduled meeting on June 22, 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: Houston

Absent: None

Motion carried.

b) Trustee MacKenzie moved to approve the minutes of the June 22, 2020 Closed Session of the South Holland Public Library Board of Trustees. Trustee Rohm seconded the motion.

Roll Call:

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

Nays: Houston

Absent: None

Motion carried.

- c) President Bradley moved to approve the minutes of the June 22, 2020 Finance Committee Meeting of the South Holland Public Library Board of Trustees. Treasurer McCreary seconded the motion.

Roll Call:

Ayes: Bradley, McCreary

Nays: None

Absent: None

Motion carried.

## 7) Approval of Bills

- a) Trustee MacKenzie moved to approve the July 27, 2020 bills submitted for payment in the amount of \$38,119.48. Trustee Houston seconded the motion.

Secretary Banash inquired to the elevator repair bill from Thyssen Krupp. Business Manager Burns explained when there are power outages or blips, something usually flips off on the elevator and TK needs to come out and reset it. Director Wagner explained elevator bills are high because the big three companies have a lock on business.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

## 8) Financial Reports

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

Roll Call:

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

Nays: None

Absent: None

Motion carried.

- b) Review of Village Financials for July, 2020. President Bradley asked if we were going to pay for anymore work from home utilities. Director Wagner explained that it was a one-time payment and no one is working from home any longer.

## 9) Committee Reports

- a) Building & Grounds – No report.

- b) Finance – No report.

## 10) Closed Session

The Board decided not to go into Executive Closed Session.

## 11) Unfinished Business

## 12) New Business

- a) **Resolution 2021-03 Transferring Funds to Other Cash Funds – For Action**

Treasurer McCreary moved to approve Resolution 2021-03 Transferring Funds to Other Cash Funds. Secretary Banash seconded the motion. Director Wagner will give the Board FY2019-2020 Final Balance Sheet and the current working budget at the next meeting.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

**b) Library Closing for General Election Day 2020 – For Action**

Director Wagner explained the library is considered a local government office and since we do not hold voting in our building, we are required to close the library on Election Day 2020. She is asking the Board now because our newsletter is quarterly and the deadline for the next newsletter is August 14<sup>th</sup> and the closing should be in it. Treasurer McCreary moved to approve the closing of the library for General Election Day 2020. Trustee MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

**12) Library Director's Report**

Director Wagner went through the Annual Comparison Report with the Board and explained the numbers are lower due to the Covid-19 closing for the last six weeks of the fiscal year. The statistics for use of electronic materials (ebooks, databases, etc.) is higher for the same reason.

President Bradley asked if we will keep our virtual online programming. Head of Youth Services, Christyn Rayford explained a lot of programs in the Youth Services Department depend on actual foot traffic. Director Wagner stated she foresees a combination of in-person and virtual programming continuing after the pandemic is over.

Trustee Houston asked about the newsletter. Director Wagner explained we are publishing the newsletter on a quarterly basis due to the fact it is too hard on the Managers to continue to do it monthly. She also explained we need a marketing person who can devote their time to the newsletter, social media, publicity, and other such duties. Trustee Houston asked if we considered hiring a marketing person. Director Wagner said the new Director can look into getting a part-time marketing person.

**13) Announcements**

The next regular meeting of the South Holland Public Library Board of Trustees is August 24, 2020 at 7:00 p.m.

**14) Adjournment**

At 7:53 p.m., Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Secretary Banash seconded the motion. Motion unanimously carried.

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(Secretary's Signature)

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Date