

**MINUTES OF THE AUGUST 24, 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. President Vanessa Bradley called the meeting to order at 7:02 p.m.

2) **Roll call:**

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Treasurer Pat McCreary, Trustee Elaine MacKenzie, Trustee Felicia Houston, Trustee Pat Rohm, Library Director Robin Wagner and Business Manager Edna Burns.
Secretary Nancy Banash arrived at 7:06 p.m.

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 – None**

6) **Approval of Minutes**

a) Trustee MacKenzie moved to approve the Minutes of the regularly scheduled meeting on July 27, 2020, of the South Holland Public Library Board of Trustees. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent: Banash

Motion carried.

b) Trustee MacKenzie moved to approve the minutes of the July 25, 2020 Special Meeting of the South Holland Public Library Board of Trustees. Treasurer McCreary seconded the motion.

Roll Call:

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

Nays: None

Absent: Banash

Motion carried.

c) Trustee Rohm moved to approve the minutes of the July 25, 2020 Closed Session of the South Holland Public Library Board of Trustees. Trustee Houston seconded the motion.

Roll Call:

Ayes: Bradley, Van Deursen, McCreary, Rohm, MacKenzie, Houston
Nays: None
Absent: Banash
Motion carried.

7) Approval of Bills

- a) Trustee MacKenzie moved to approve the August 24, 2020 bills submitted for payment in the amount of \$31,689.79. Trustee Rohm seconded the motion.
Roll Call:
Ayes: Bradley, Van Deursen, Banash, Rohm, MacKenzie, Houston
Nays: None
Absent: McCreary
Motion carried.

8) Financial Reports

- a) Approval of the Revenue & Expenditure Reports Year to Date for August, 2020.*
There was a discussion that this report represents 1/3 of the overall year at 25% spent. Three pay periods in July as well as other factors contributed to this higher percentage.

Trustee Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for August, 2020. Secretary Banash 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 why the Custodians line (15-00-536) was only at 1%. Director Wagner explained that we use those funds for third party custodial services. She then asked what account does all the PPE that we purchase during the pandemic come from. Director Wagner told her that it comes from the Building & Grounds Supplies line (15-00-611).

Director Wagner showed the Board the July Balance Sheet that shows the transfer of unspent money to Other Cash (15-00-115).

9) Committee Reports

- a) Building & Grounds – No report.
b) Finance – No report.

10) Unfinished Business

11) New Business

- a) **Illinois Sustainable Investment Act for Adoption to 2.0 Board By-Laws & Governance – For Action**

Robin Wagner explained the need for this new law to be added to our Bylaws as advised by the Law Offices of Roger Ritzman.

Trustee Houston moved to approve the addition of Illinois Sustainable Investment Act to 2.0 Board Bylaws & Governance as advised by our Lawyer, Roger Ritzman. Treasurer McCreary seconded the motion.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

b) Business Assistant Job Description – For Action

Secretary Banash moved to approve the Job Description for Business Assistant.

Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

c) Salary Grades 2020-02 – For Action

Trustee Houston moved to approve updated Salary Grades 2020-08 to include the Business Assistant position. Trustee MacKenzie seconded the motion.

d) Organization Chart Update – For Action

Secretary Banash moved to approve the updated Organization Chart to include Business Assistant for Business Manager Oversight. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

President Bradley explained that the Board agreed to give Director Wagner a \$3,500 non-taxable bonus for all of her assistance with the Director search.

Director Wagner stated that it was not expected but very much appreciated.

12) Library Director's Report

Director Wagner explained the Balance Sheet and the Working Budget. She reiterated that the Other Cash line (15-00-115) shows all of our current funds.

President Bradley asked when was Director Wagner's official last date. She stated Friday, September 4th. Bryan Nunnally, the new Head of Youth Services started today. The new Youth Services Librarian will begin by the end of September. Public Services Librarian, Josh Mabe is leaving to work at a Chicago Public Library. Director Wagner stated that she would be leaving early until her last day.

13) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is September 28, 2020 at 7:00 p.m.

14) Adjournment

At 7:44 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