

**MINUTES OF THE SEPTEMBER 28, 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 7:03 p.m.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Trustee Elaine MacKenzie, Trustee Pat Rohm, Library Director Christyn Rayford and Business Manager Edna Burns.
Treasurer Pat McCreary and Trustee Felicia Houston arrived at 7:07 p.m.
Secretary Nancy Banash arrived at 7:13 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 Rohm moved to approve the Minutes of the regularly scheduled meeting on August 24, 2020, of the South Holland Public Library Board of Trustees.

Trustee MacKenzie 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 September 28, 2020 bills submitted for payment in the amount of \$36,572.14. Trustee Houston seconded the motion.

Roll Call:

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

Nays: None

Absent:

Motion carried.

Treasurer Pat McCreary expressed concerns about Benford Security guard being full time. Director Rayford explained what the security guard does throughout the day. He monitors that all unaccompanied minors, 17 and younger, entering the building without an adult are not allowed on the premises without supervision to prevent extended visits. He monitors that all patrons are wearing face masks appropriately and maintains an accurate count of how many patrons are in the

building at one time. A follow up question was asked whether there is appropriate funding in the budget at this time for him to work his hours. Edna Burns, Business Manager, confirmed that we are in good financial shape for the officer to continue with his assigned duties at this time.

8) Financial Reports

- a) Trustee Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for September 2020. Trustee MacKenzie 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 September 2020.

In reviewing the Expenditures to Date report, it was noted that we have only spent 32% of our budget. Edna Burns, Business Manager, stated we are in a good financial state and that as we end the second quarter, we should have spent 43- 44% of the year's budget.

9) Committee Reports

- a) Building & Grounds – Director Rayford reported that Amber Mechanical inspected the leak in the teen room and was told that it was condensation on the pipes. We will watch this area.

- b) Finance – No report.

10) Unfinished Business

11) New Business

- a) **Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds – For Action**

Trustee Houston moved to approve the IGA for Coronavirus Relief Funds from the County of Cook, Illinois. Treasurer Banash seconded the motion. Director Rayford explained that the Library is applying for these funds because we will not receive any funds under the CARES Act.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

- b) **Levy Request for FY2021-2022– For Action**

Trustee Houston moved to approve a 3.75% Levy increase for FY2021-2022 as discussed. Trustee MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

- c) **Salary Schedule for January 2021 – For Action**

Secretary Banash moved to approve the Salary Schedule for January 2021 as discussed. Vice-President Van Deursen seconded the motion.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

Board President, Vanessa Bradley inquired if we have any open positions we have elected not to refill. Director Rayford stated that the only position thus far is the Tech Services assistant position.

d) Library Closing for In-Service Day, Friday, December 4, 2020– For Action

Trustee MacKenzie moved to approve the Library closing for In-Service Day, Friday, December 4, 2020. Secretary Banash seconded the motion.

Roll Call:

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

Nays: None

Absent: None

Motion carried.

Director Rayford explained a Library In-Service day is needed to build staff morale at this time and to have an active shooter training with South Holland Police Department.

12) Library Director's Report

Director Rayford reported that the Movie Night was a complete success, over 200 people attended and Flavor Addicts, a South Holland business, provided popcorn. President Bradley stated that it was good to see so many children out since they are not in school at this time.

President Bradley referred to the Per Capita requirement that the Trustees read Chapter 1 and 2 from *Serving Our Public 4.0 Standards for Illinois Public Libraries*.

Director Rayford included a *How To Run For Local Public Office* flier for a Zoom meeting being held on October 8th for any Trustee that may be interested.

Director Rayford asked if any Trustee was interested in attending ILA Trustee Forum. She will send information to the Board.

13) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is October 26, 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 MacKenzie seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date