

**MINUTES OF THE NOVEMBER 16, 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 7:01 p.m.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Treasurer Pat McCreary, Secretary Elaine MacKenzie, Trustee Pat Rohm, Library Director Christyn Rayford and Business Manager Edna Burns.

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 – None

6) Approval of Minutes

a) Treasurer McCreary moved to approve the Minutes of the regularly scheduled meeting on October 26, 2020, of the South Holland Public Library Board of Trustees. Trustee Rohm seconded the motion.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

7) Approval of Bills

a) Treasurer McCreary moved to approve the November 16, 2020 bills submitted for payment in the amount of \$30, 686.80. Vice President Van Deursen seconded the motion. Treasurer McCreary questioned the amount of the ComEd bill. Business Manager Burns explained that the Village negotiates a deal with ComEd annually.

Roll Call:

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

Nays: None

Absent: Houston

Motion carried.

8) Financial Reports

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

Roll Call:

Ayes: Bradley, Van Deursen, MacKenzie, Rohm

Nays: McCreary

Absent: Houston

Motion carried.

- b) Review of Village Financials for October, 2020.
Treasurer McCreary asked that October and November financials be presented at the December board meeting and questioned why there were no property taxes reported for October.

9) Committee Reports

- a) Building & Grounds – Flushometers on two toilets on the lower level were replaced.
- b) Finance – No report.

10) Unfinished Business

11) New Business

12) Library Director's Report

- a) Director Rayford reported that the Beaver Shredding event co-sponsored with Providence Bank was a success. The Trunk or Treat event was excellent. President Bradley and Treasurer McCreary attended.
- b) Director Rayford stated that we were still having our In-Service day on Friday, December 4th and invited the Board to attend. President Bradley encouraged the Board to attend to congratulate the staff for their hard work during this stressful time.
- c) Chapter 3 (Personnel) - Director Rayford stated that the Library's Orientation needs updating and needs to be uniform for each department.
- d) Chapter 5 (Building Infrastructure and Maintenance) – President Bradley stated that the building structure has been maintained well. The Library is not responsible for the Historical Society. The pit has been an issue for many years. Treasurer McCreary asked if we were getting more patrons in the library and why are we looking to grow? President Bradley asked if we are using our space efficiently.

13) Announcements

- a) The next regular meeting of the South Holland Public Library Board of Trustees is December 14, 2020 at 7:00 p.m.

14) Adjournment

At 7:41 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