

**MINUTES OF THE OCTOBER 25, 2021
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES
NORTH MEETING ROOM**

1) Call to Order: The meeting was held in-person. President Vanessa Bradley called the meeting to order at 7:02 p.m.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Felicia Houston, Treasurer Pat McCreary Cannon, Secretary Elaine MacKenzie, Trustee Pat Rohm, Trustee Angela Oldenkamp, Library Director Christyn Rayford and Business Manager Edna Burns.

Trustee Newman arrived at 7:12 p.m.

Absent:

3) Introduction of Guests – Dan Pohrte and Tiffany Nash of product architecture + design

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 Cannon moved to approve the Minutes of the regularly scheduled meeting on September 27, 2021 of the South Holland Public Library Board of Trustees. Secretary MacKenzie seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Oldenkamp,

Nays: None

Absent: Newman

Motion carried.

7) Approval of Bills

a) Treasurer McCreary Cannon moved to approve the October 25, 2021 bills submitted for payment in the amount of \$78,759.09. Trustee Rohm seconded the motion.

b) Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Oldenkamp,

Newman

Nays: None

Absent:

Motion carried.

8) Financial Reports

- a) Secretary MacKenzie moved to approve the *Revenue & Expenditure Reports Year-to-Date* for October, 2021. Vice-President Houston seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Oldenkamp, Newman

Nays: None

Absent:

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – No Report

- b) Finance – No Report

10) Unfinished Business

- a) **Library Space Planning – Updates from product architecture + design with Tiffany Nash and Dan Pohrte.**

The flooring was shown to the Board for the Main level, Offices on the main level, Youth Services and Teen room.

Trustee Newman asked was the tile more expensive than carpet. Dan explained that tile is easier to maintain than carpet.

Trustee Oldenkamp asked about the leveling of the floor. Dan stated that the floor seems to be level because it is concrete. Any corrections that need to be made will be addressed during the renovation.

Dan explained that he will get a warranty information for the tile and carpeting from the manufacturer.

11) New Business

- a) **Levy Request for FY2022-2023 – For Action**

Treasurer McCreary Cannon moved to request a 3.5% Levy for the Library for FY2022-2023. Trustee Rohm seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Oldenkamp, Newman

Nays: None

Absent:

Motion carried.

12) Library Director's Report

- a) Director Rayford reported that there were 135 cards renewed and/or issued during the month of September for Library Card sign-up. There were 131 patrons that entered the raffle.
- b) She stated that she submitted the Job Descriptions to HRSource.
- c) She informed the Board that we are still interviewing for the vacant Circulation positions.
- d) She stated that we are looking for an in-house Custodian.
- e) The asbestos survey was conducted on October 12 & 13.
- f) Nate Miller was hired as the Public Services Librarian. Vice-President Houston asked about the Community Engagement position. Director Rayford stated that she will post the position again next month.
- g) Director Rayford has reached out to Robin Scheldberg with the Historical Society and has not gotten a response.

17) Announcements

The next regular meeting of the South Holland Public Library Board of Trustees is November 15, 2021 at 7:00 p.m. It will be held in the North Meeting Room.

18) Adjournment

At 7:50 p.m. Secretary MacKenzie moved the Board adjourn until the next regular meeting. Trustee Newman seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date