

**MINUTES OF THE DECEMBER 13, 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 6:00 p.m.

2) Roll call:

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

Absent: Trustee Pat Rohm

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 Cannon moved to approve the Minutes of the regularly scheduled meeting on November 15, 2021 of the South Holland Public Library Board of Trustees. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

7) Approval of Bills

a) Secretary MacKenzie moved to approve the December 13, 2021 bills submitted for payment in the amount of \$43,756.74. Treasurer McCreary Cannon seconded the motion.

b) Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

8) Financial Reports

- a) Vice-President Houston moved to approve the *Revenue & Expenditure Reports Year-to-Date* for December, 2021. Treasurer McCreary Cannon seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

- b) Review of Village Financials.

9) Committee Reports

- a) Building & Grounds – No Report

- b) Finance – Finance Committee meetings were scheduled for January 10th at 6:00 p.m., February 28th at 5:00 p.m. and March 28th at 5:00 p.m.

10) Unfinished Business

11) New Business

- a) **1.13 Date and Time of Library Board Meetings – For Action**

Vice-President Houston moved to approve 1.13 Date and Time of Library Board meetings for 2022 as discussed.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

- b) **Library Renovation Project Budget Revision – For Action**

Treasurer McCreary Cannon moved to approve design firm, product architecture + design and Rethink Owner Solutions, LLC updated cost estimates from \$1.35 million to \$1.529 million. Vice-President Houston seconded the motion. Trustee Oldenkamp asked if we could find the company that laid the original carpet.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

- c) **FY2022 Live & Learn Construction Grant – For Action**

Vice-President Houston moved to approve and submit the FY2022 Live & Learn Construction Grant application. Secretary MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Absent: Rohm

Motion carried.

12) Library Director's Report

- a) Director Rayford reported that we are gradually getting the staff up to full capacity. We have hired two Circulation Clerks.
- b) She informed the Board that the Angel Tree was a complete success, we had 109 tags.
- c) She informed the Board that the In-Service Day went well with a presentation on Compassion Fatigue by Ryan Dowd.
- d) She informed the Board that we will be asking for Food for Fines the first Friday of each month to provide food for the Micro Pantry.
- e) She informed the Board that she will not be renewing the FFCRA policy due to the availability of the vaccine. Vice-President Houston said she sees a definite increase of Covid cases at Ingalls.

13) Announcements

The next regular meeting of the South Holland Public Library Board of Trustees is January 24, 2022 at 6:00 p.m. It will be held in the North Meeting Room.

14) Adjournment

At 6:38 p.m. Secretary MacKenzie moved the Board adjourn until the next regular meeting. Treasurer McCreary Cannon seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date