

**MINUTES OF THE October 24, 2022  
REGULAR MEETING OF THE SOUTH HOLLAND PUBLIC LIBRARY BOARD OF TRUSTEES  
REMOTE ATTENDANCE**

1) **Call to Order:** President Vanessa Bradley called the meeting to order at 6:00 p.m.

2) **Roll call:**

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

3) **Introduction of Guests**– Linda Caruso, Head of Public Services is attending the meeting tonight to take the minutes.

4) **Public Comments – None**

5) **Correspondence – None**

6) **Approval of Minutes**

a) Treasurer Pat McCreary Cannon moved to approve the Minutes of the regularly scheduled meeting of September 26, 2022 of the South Holland Public Library Board of Trustees. Secretary Elaine MacKenzie seconded the motion.

Roll Call:

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

Nays: None

Motion carried.

7) **Approval of Bills**

a) Secretary Elaine MacKenzie moved to approve the October 24, 2022 bills submitted for payment in the amount of \$401,880.33. Trustee Angela Oldenkamp seconded the motion.

Roll Call:

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

Motion carried.

**Comments:** Director Rayford explained what some of the bills were for and mentioned that many of the bills were from the library's building renovation.

8) **Financial Reports**

a) Trustee Angela Oldenkamp moved to approve the *Revenue & Expenditure Reports Year-to-Date* for October 2022. Secretary Elaine MacKenzie seconded the motion.

Roll Call:

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

Motion carried.

**Comments:** Director Rayford stated that the Capital Improvement fund line will exceed the allocated budgeted amount for the duration of the renovation. Other Cash Savings will require a resolution that can be submitted in one lump total at the end of the project.

Trustee Oldenkamp asked what the Electronic Resources Line item covered. Director Rayford stated it covers databases and streaming platforms.

Vanessa Bradley asked if we are financially stable until property taxes arrived. Director Rayford stated the Village of South Holland will cover any short falls up to 6 months.

- b) Review of Village Financials. Director Rayford gave an overview of where we are with spending. Trustee Bradley asked if we needed more money. Director Rayford stated that the Renovations in the Small Meeting Room and the Main Restrooms faced some wiring and plumbing complications that required additional contingency funding. But as of now, we are on target to finish the project with money we have.

## 9) Committee Reports

### a) Building & Grounds

Director Rayford gave an update on the Library Renovation project. Pictures of newly updated sections were shown. Trustees were invited to visit and have a tour. Some updates are: YS Department is expected to open in two weeks, the Information Desk is going to be here tomorrow. We are 90% done and are on budget.

Director Rayford discussed some building issues she is currently working on:

- **Handrails going to the lower level.** Because the handrail stops in the middle, which is not ADA compliant. She is looking into various options.
- **Cleaning the Building:** From all the drilling, carpet laying, and moving shelving the building is very dusty. We must hire a cleaning service to do a thorough cleaning. Trustee Felicia Houston suggested Q's Cleaning is a local company and the Village has used them on occasion. She suggested contacting John Watson at the Village to get their information.

- b) Finance – No Report

## 10) Unfinished Business

### A) Per Capita Grant FY 2023-24

Christyn Rayford started the discussion by reminding trustees that specific chapters of the Standards for Illinois Libraries booklet must be reviewed each year. Should printed copies be bought for each board member? The material can also be printed by going online. The final consensus was to find the \$300.00 needed to buy copies of the books for each board member.

Discussion then continued about when the board should review these standards. Director Rayford said it may be best to wait until we have our new board members in place. Maybe in June? The board agreed to start IL Standard review in June going forward.

Other things to consider: 1) Should we conduct annual community surveys? 2) Standards list that 70% of the budget should be spent on Staff. We spend about 61.1% on staff. Director Rayford stated that it is hard to keep qualified staffing. She mentioned that we have openings because staff get experience and move on to better paying positions or locations closer to their homes. Trustee Bradley asked if the library can offer more money to maintain them as in employees. Director Rayford stated that isn't possible. 3) What are we doing to address ADA compliance issues for patrons in terms of our everyday work? Inclusive Signage, general staff awareness on mental and cognitive challenges, etc.

### B) New Service: License Plate Sticker Delay

Director Rayford stated to get License Plates it requires its own separate Bank Account through the Village. It will take additional time to get it set up.

## 11) New Business

### a) Levy Request for FY 2023-2024 — For Action\*

Trustee Angela Oldenkamp moved to approve an increase in our levy from last year's amount of 3.5% to 4.5%. Treasurer Pat McCleary Cannon seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Newman, Oldenkamp  
Motion carried.

**Comments:** Director Rayford explained that there is a need for an increase due to inflation with vendors, rising medical insurance costs and potential staff raises in the future.

**b) Temporary Change of Operational Hours — For Action\***

Trustee Angela Oldenkamp moved to approve the temporary hours of Monday-Friday 10:00 a.m.-6:00 p.m. These hours will start immediately and will continue until January or February 2023. Treasurer Pat McCleary Cannon seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Newman, Oldenkamp,  
Motion carried.

**Comments:** Director Rayford talked about the numerous vacancies we have throughout the library. There are not enough people on staff to cover full operational hours at present. Having temporary hours of Monday-Friday 10:00 a.m.-6:00 p.m. would be beneficial for staff burnout. After 7pm patron attendance since August 2021 has been slow with 1 or 2 people in an hour. We will continue to open 10:00 a.m.-5:00 p.m. on Saturdays.

Director Rayford asked for the temporary hours to begin November 1, 2022 and continue until February 2023. President Bradley asked if we would still maintain our Library standard expectations with the reduced hours. Rayford said yes. We would be resuming COVID-19 hours. Other closing times were considered, but after discussing, the 6:00 p.m. closing time, the trustees agreed to close at 6:00 p.m.

**c) ILA Annual Conference Report and Expense Report Approval for Felicia Houston — For Action\***

Trustee Angela Oldenkamp moved to approve a total expense of \$1,190.09 and a total reimbursement of \$260.20 for Felicia Houston. Trustee Newman seconded the motion.

Roll Call:

Ayes: Bradley, Houston, MacKenzie, McCreary Cannon, Rohm, Newman, Oldenkamp,  
Motion carried.

**Comments:** Trustee Houston gave a brief summary of the programs she attended. She said that there was little South Suburban presence. There was a benefit for our local libraries to partner and have future collaboration. She also suggested that we should consider sending people to the next ILA conference.

**d) Petitions for Election to Library Board Memberships**

**Comments:** President Bradley talked about current board positions having different cycles. This is due to the newest board members being input for 4 year instead of 6-year terms. She addressed how to fix the problem in the future with the support of Village of South Holland's lawyers to get us back on track. She also stated that she needs everyone's economic of interest paperwork attached to his or her petitions.

**12) Library Director's Report**

**13) Announcements**

The next regular meeting of the South Holland Library Board of Trustees is Monday, November 28, 2022, at 6:00 p.m.

**14) Adjournment**

Secretary Elaine MacKenzie moved the Board adjourn at 7:20 p.m. Motion unanimously carried.

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(Secretary's Signature)