

SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
December 19, 2022 6:00 p.m.

1) **Call to Order:** President Vanessa Bradley called the meeting to order at 6:07 p.m.

2) **Roll Call:**

Present: President Vanessa Bradley, Secretary Elaine MacKenzie, Trustee Janice Newman, Trustee Angela Oldenkamp, Trustee Pat Rohm and Library Director Christyn Rayford present. Absent were Vice President Felicia Houston and Treasurer Pat McCreary Cannon. Treasurer Pat McCreary Cannon arrived around 6:30p.m.

3) **Introduction of Guests:** Linda Caruso, Head of Public Services to take the minutes.

4) **Public Comments** -None

5) **Correspondence** -None

6) **Approval of Minutes**

Trustee Oldenkamp, moved to approval of the minutes from the regularly scheduled meeting of November 28, 2022. It was seconded by Treasurer Elaine MacKenzie.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried.

7) **Approval of Bills**

a. Trustee Angela Oldenkamp moved to approve the December 19, 2022 bills submitted for payment in the amount of **\$ 309,028.66**. Trustee Pat Rohm seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried.

Comments: Nothing special some background checks, NIR (roof care), annual renewal of the museum passes and renovation bills. Martin Whalen was paid twice due to the Village schedule.

8) **FINANCIAL REPORTS**

a. Trustee Pat Rohm Motioned to approve the Revenue & Expenditure Reports Year-to-Date for December 2022. Trustee Janice Newman seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried

Comments: Director Rayford stated that we have spent 102% due to renovation. We are on track with Village reported expenses. In terms of revenue no property tax money has been reported yet. President Bradley asked if we charge for Notary Services. We do \$1.00 per signature.

b. Review Village Financials*

9) **COMMITTEE REPORTS**

a. Building & Grounds – Director Rayford gave an update on the building renovation. Qs Cleaning will be scheduled to clean in the first two weeks of January. We are still waiting on patron chair leg fixes, Study room glass windows, baby changing tables and west vestibule railing, all to be completed in January. No reported ETA on adult nonfiction shelving replacements and directional signage yet. Director Rayford offered to conduct building tours after the meeting.

b. Finance —Discussion was made as to when the Finance Committee meetings should be conducted in January and March 2023. It was decided the meetings will be held at 5pm before the regularly scheduled board meetings on January 23 and March 27.

10) **UNFINISHED BUSINESS**

a. Per Capita Grant FY 2023-24 - For Discussion*

Director Rayford asked if the Board had any questions about the chapters they reviewed. Director Rayford emphasized that Youth Services and Technology are meeting the standards very well. We have many policies to review and update. To meet our Strategic Plan goal of creating a marketing plan. The library has established a branding guide as part of the Marketing plan to inform all future uses for the organization.

11) **NEW BUSINESS**

a. Per Capita Grant FY2023—For Action*

Motion to approve and submit the Per Capita Grant FY2023 as discussed was made by Trustee Oldenkamp. It was seconded by Secretary McKenzie.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried

Comments: Director Rayford has started a draft of the grant. The submission date is a month away, therefore she can make changes based on board discussions. It was suggested that the grant monies be used to pay for: Overdrive invoices, new items for our Library of Things Collection, the new self-checkout software, continuing education and ADA inclusive training.

b. 1.13 Date and Time of Library Board Meetings 2023—For Action*

Motion was made by Trustee Angela Oldenkamp to approve the date and time of the Library Board Meetings for 2023. Trustee Janice Newman seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried

Comments: Director Rayford stated the November and December 2023 meeting dates will be held on the 3rd week of the month to accommodate Thanksgiving and Christmas holidays.

c. 1.4 Hours of Service and Holidays Updated—For Action*

Motion to approve the addition of Juneteenth to the Service and Holiday closure schedule was made by Trustee Newman. Motion was seconded by Trustee Rohm.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried

Comments: *Trustee Oldenkamp inquired how days off work for salaried staff. Salary staffed will get an additional day off. Non-salaried staff would not get the day off unless it was their regularly scheduled day to work.*

d. 1.4 Update Library Thanksgiving closure policy—For Action*

Motion to approve a policy change to close on the Friday after the Thanksgiving holiday.

Motion approved Trustee Angela Oldenkamp. Trustee Janice Newman seconded.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Motion carried.

Comments: Director Rayford stated that we currently close at 3:00 the day before Thanksgiving. She is wished to consider staying open regular hours on Wednesday and closing on Friday after Thanksgiving instead. Both days show low patron attendance. As a wellness initiative for staff, it was posed which is more important preparation or recover after the holiday. It was also discussed closing at 3 pm creates unnecessary scheduling challenges for part time staff. Library Managers were polled as to which they would chose: continue to close early on Wednesday or to be closed all day on Friday. Managers unanimously voted to close on Friday. Library Trustees Newman, Bradley and Oldenkamp discussed the possibility of giving the staff off early on the day before Thanksgiving and Black Friday.

e. Library Closing for Staff In-Service Days on Friday, May 5, 2023 & Friday, December 1, 2023. — For Action*

Pat Rohm moved to approve closing the Library for Staff In-Service Days on Friday, May 5, 2023 and Friday, December 1, 2023. Trustee Janice Newman seconded the motion.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried

f. 6.0 Meeting Room and Study Room Policies & Application—For Action*

Secretary MacKenzie motioned to approve changes to 6.0 Meeting Room Policy to include new Meeting Room names, capacities and study room use. Motion was seconded by Janice Newman.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None

Motion carried

g. 6.12 Meeting Room Application Updates—For Action*

Motion to approve changes to 6.12 Meeting Room Application as discussed was made by Janice Newman Motion was seconded by Secretary MacKenzie.

Roll Call:

Ayes: Bradley, MacKenzie, Rohm, Newman Oldenkamp, Rohm

Nays: None
Motion carried.

12) **LIBRARY DIRECTOR'S REPORT**

Trustee Vanessa Bradley stated that she was happy to see the Angel Tree Project was successful. She realized that some of the lower engagement this year may be due to lack of newsletter publicity due to the renovation. In the end, we served the same amount of families as we had the previous year even with tags unclaimed.

Staff thanked the Library Board of Trustees for the Annual Staff Luncheon this year at Dave and Busters. The staff had a blast. Christyn Rayford mentioned that the ATLAS in-service was over capacity due to her marketing strategy.

Renovation almost done. Everything looks good. Sometime during the first two weeks of January Q's cleaning will clean the building. Grand re-opening is scheduled for March 7th at 2:00 p.m. Please plan on attending.

In building storytime has re-started. Public Services is striving to begin in-building programs in January.

Plans are being made to return to normal hours by February due to all the black futures programs are evening programs. Feb 24th Wakanda Night is February 24th, at 6:00 pm. Everyone is invited. We are planning to have Muntu Dance Theatre and the BLM art exhibit for the event.

13) **ANNOUNCEMENTS**

The next regular meeting of the South Holland Library Board of Trustees is Monday, January 23, 2023 at 6:00 p.m.

14) **ADJOURNMENT 7:00 p.m.** All Trustees in favor.

(Secretary's Signature)