

**MINUTES OF THE JANUARY 27, 2020
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES**

1) Call to Order: The meeting was called to order by President Vanessa Bradley at 7:00 p.m. in the Board Room at the South Holland Public Library.

2) Roll call:

Present: President Vanessa Bradley, Vice-President Don Van Deursen, Secretary Nancy Banash, Trustee Elaine MacKenzie, Trustee Pat Rohm, Library Director Robin Wagner and Business Manager Edna Burns

Absent: Treasurer Pat McCreary, 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

- a) December 19, 2019 – The Tax Increment Financing Reports for FY ending 4/30/19 to President Bradley.
- b) January 8, 2020 – To Vice-President Van Deursen, an email invite from the League of Women Voters of Illinois to their centennial anniversary program on February 14th.
- c) January 10, 2020 – A thank you note from Kaylynn Robinson and her family for the kindness shown on the passing of her father-in-law.

6) Approval of Minutes

- a) Trustee Rohm moved to approve the Minutes of the December 16, 2019, Regular Meeting of the South Holland Public Library Board of Trustees. Vice-President Van Deursen seconded the motion.

5 ayes; 0 nays; 2 absent. Motion carried.

7) Approval of Bills

- a) Trustee MacKenzie moved to approve the January 27, 2020 bills submitted for payment in the amount of \$36,023.75. Secretary Banash seconded the motion.

Roll Call:

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

Nays: None

Absent: McCreary, Houston

Motion carried.

8) Financial Reports

- a) Secretary Banash moved to approve the *Revenue & Expenditure Reports Year-to-Date* for January, 2020. Trustee MacKenzie seconded the motion.

Secretary Banash asked about the utilities expense. Business Manager Burns explained that there has been a reduction in the ComEd expense since LED's have been installed throughout the library.

Roll Call:

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

Nays: None

Absent: McCreary, Houston

Motion carried.

- b) Review of Village Financials for November and December, 2019.

9) Committee Reports

- a) Building & Grounds – Air Handler and Condensing units #1 were installed at the beginning of January. Business manager Burns explained that the the15 ton condensing unit was replaced with a 10 ton unit. It was explained by Amber that a 10 ton unit was sufficient for the library's needs. Trustee MacKenzie asked why was a 15 ton unit installed in the beginning. Business manager Burns could not answer that question.
- b) Finance – Director Wagner will send an email to Treasurer McCreary to choose either February 17th at 6:00 or 7:00 pm or February 24th at 6:00 pm for the Finance Committee meeting.

10) Unfinished Business

11) New Business

a) Strategic Plan 2019-2020 Update– For Discussion

Collection: Director Wagner informed the Board that the collection committee had their first meeting.

Technologies: Director Wagner explained that Tim DeYoung, Bryan Nunnally and Isaiah Bailey are working with EBSCO on the new website. Patrons will be able to choose books through the website.

Awareness: The Marketing committee, which has been active for over a year is working on utilizing the YouTube channel, making videos and creating a marketing plan to bring awareness of the resources the library offers to the community.

Programming & Services: Public Services is currently doing a survey-driven program assessment.

Trustee Rohm asked about our community awareness. Director Wagner explained that according to the 2010 census, our biggest group is the 50-60 year olds and next biggest is the 18 and under. However, since that time the census numbers have changed.

b) Close July 3, 2020– For Action

Trustee Rohm moved to approve closing the Library on Friday, July 3, 2020 for the July fourth holiday weekend. Trustee MacKenzie seconded the motion.

President Bradley asked for the reason for closing the library. Director Wagner explained the closure would prevent the Library from having to give fulltime staff not working the Saturday holiday (which is most fulltime staff) a floating holiday to be used either the week before or after. Having to do it at the Christmas holidays was too difficult making sure everyone got their days off. This way, Saturday, July 4th is a non-work day and no one is scheduled to work. All fulltime staff are

scheduled to work Friday, July 3rd, and get holiday pay. Part-time staff who are normally scheduled for Fridays, get holiday pay.

Roll Call:

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

Nays: None

Absent: McCreary, Houston

Motion carried.

c) Issue the Request for Space Needs Study, Facility Condition Assessment & Master Plan Services – For Action

Secretary Banash moved to approve Request for Proposal for Space Needs Study, Facility Condition Assessment & Master Plan Services. Trustee Rohm seconded the motion.

Director Wagner's explanation of the need for this RFP is to find out whether we need to expand our building. Experts will determine if we need an addition and/or how big of an addition; whether we need more study rooms or collection space. The proposal can be sent to architects and/or space planning firms.

President Bradley asked if the Village will allow an expansion. Director Wagner explained that will be the second phase along with financing the project. In their comprehensive plan, the Village showed support for the Library. The village would prefer to give us an interest-free loan as opposed to issue bonds.

Trustee Rohm commented that the dates for the submission of proposals were fairly close. Director Wagner explained that she intends to send proposals to five firms and funds were budgeted in the current fiscal year for the master plan.

5 ayes; 0 nays; 2 absent. Motion carried.

12) Library Director's Report of December 16, 2019 – None

a) South Suburban ILA Legislative Breakfast

Trustees MacKenzie and Banash will attend the ILA Legislative breakfast.

Trustee Rohm asked about the new bathroom signage. Director Wagner stated that we haven't gotten any complaints.

13) Announcements

a) The next regular meeting of the South Holland Public Library Board of Trustees is February 24, 2020 at 7:00 p.m.

14) Adjournment

At 7:45 p.m. Vice-President Van Deursen moved the Board adjourn until the next regular meeting. Secretary Banash seconded the motion. Motion unanimously carried.

(Secretary's Signature)

Date