

MINUTES OF THE JULY 28, 2025
REGULAR MEETING
OF THE SOUTH HOLLAND PUBLIC LIBRARY
BOARD OF TRUSTEES

1) CALL TO ORDER

President Vanessa Bradley called the meeting to order at 6:00 pm.

2) ROLL CALL

Present: President Vanessa Bradley, Vice-President Angela Oldenkamp, Treasurer Patricia McCreary Cannon, Secretary Elaine MacKenzie, Trustee Sonya Harrington, Director Christyn Rayford, Assistant Director Amilcar Perez.

Absent: Trustee LaTia Maxwell (Arrived at 6:01 pm). Trustee Janice Newman (Arrived at 6:03 pm).

3) INTRODUCTION OF GUESTS: Dan Porte of Product Architect and Design

4) PUBLIC COMMENTS

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. Letter from the Secretary of State awarding a Per Capita Grant in the amount of \$31,660.88.

6) APPROVAL OF MINUTES

- a. Treasurer McCreary Cannon moved to approve the minutes of the June 23, 2025, Regular Meeting of the South Holland Public Library Board of Trustees. Trustee Harrington seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

7) APPROVAL OF BILLS

- a. Treasurer McCreary Cannon moved to approve the July 28, 2025, bills submitted for payment in the amount of \$ **101,816.49**. Trustee Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

**Attachment included in Board packet. For further information, please contact: Christyn Rayford, Library Director; South Holland Public Library, 16250 Wausau Avenue, South Holland, IL 60473; 708-527-3104 or christyn@shlibrary.org. Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Library Director at least 24 hours in advance of the meeting date.*

Comments: Director Rayford discussed payment issues with COMED for FY2024 -2025 totaling \$52,727.75. These funds were paid from withheld FY2024-2025 Transfer funds but will be reflected in this FY Utilities budget.

8) FINANCIAL REPORTS

- a. Vice-President Oldenkamp moved to approve the Revenue & Expenditure Reports Year-to-Date for July 2025. Secretary MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

- b. Review Village Financials

9) COMMITTEE REPORTS

- a. Building & Grounds by Sonya Harrington - None
- b. Finance by Pat McCreary Cannon - None

10) UNFINISHED BUSINESS

- a. Trustee Newman moved to approve the search for a Construction Manager for the FY2025-2026 Exterior Renovation Designs with Product Architecture and Design as discussed. Treasurer McCreary Cannon seconded the motion.

Comments:

Architect Dan Porte presented on YS patio, PS patio, and bathrooms in the lower floor. He indicated that the first step would be to find a construction manager, once there is a CM then the technical aspects for the design, engineer assessments will take place.

The architect also commented on the supervision scope of the Construction Manager as a person on-site managing the trades, watching construction ensuring the operations and keeping the Director updated every morning.

Director Rayford indicated that the part of the cost of the three projects can be mitigated by the funds the Library receives for capital improvement, in addition to the Live and Learn grant would complement, stating that this project is very doable.

Director Rayford added that if we were to further delay the needed renovations, we could face yet another increase in costs due to fluidity in the economy. As an examples, she pointed out that the lower bathroom renovation project estimate has increased by \$132,322 from the previous years CM estimate.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

- b. Trustee Harrington moved to approve submission of the Illinois Public Library Annual Report FY2024-2025 as discussed. Trustee Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

- c. Illinois Library Standards Chapters 3 & 4 — For Discussion

No comments

11) NEW BUSINESS

- a. Secretary MacKenzie moved to approve Resolution 2026-03 Transferring Funds to Other Cash Funds as discussed. Trustee Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

- b. Vice-President Oldenkamp moved to approve changes to the 1.0 General Library Policy as discussed. Trustee Newman seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

- c. Vice-President Oldenkamp moved to approve changes to the 2.0 Board Bylaws and Governance policy as discussed. Trustee Harrington seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, Janice Newman, LaTia Maxwell.

Nays: None

Absent: None

Motion carried

12) LIBRARY DIRECTOR'S REPORT

- a. She informed about the addition of the Library to the ComEd account to track usage and costs in a more timely manner.
- b. She informed that she talked to the School District 151 with the Director of Curriculum seeking to establish a deeper connection with teachers to further explore ways the Library can serve the student population.

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- c. She provided an update regarding the parking lot expansion conducted by the Village, which is expected to conclude mid-September.
- d. She indicated that Amilcar Perez, Assistant Director, has continued conversations with the South Suburban College to establish on-going initiatives to leverage our resources to support the SSC community, while faculty from SSC can contribute to the expansion of the Digital Literacy, and Adult Learning programming.
- e. She added that Kiara Davis was hired as the new Community Engagement Coordinator.
- f. Director Rayford informed about the ILA Annual Conference taking place October 14 – 16, at the 2025 at Donald E. Stevens Convention Center.
- g. She also indicated that the Summer Reading Finale will take place on August 1st.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is August 25, 2025, at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourned the meeting at 7:20 pm. The motion carried unanimously.

Elaine MacKenize, Secretary

Date