

MINUTES OF THE AUGUST 25, 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, Trustee LaTia Maxwell, Director Christyn Rayford, Assistant Director Amilcar Perez.

Absent: Trustee Janice Newman

3) INTRODUCTION OF GUESTS –

- a. Secretary Elaine McKenzie introduced Mr. Jimmy Stewart, who attended to observe the meeting.

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. Secretary MacKenzie indicated that the library received a letter from Illinois Secretary of State Alexi Giannoulias regarding Legislation to enhance protections for IL Libraries and Librarians. This legislation was signed into law effective January 2026.

6) APPROVAL OF MINUTES

- a. Treasurer McCreary Cannon moved to approve the minutes of the July 28, 2025, Regular Meeting of the South Holland Public Library Board of Trustees. Secretary MacKenzie seconded the motion.

Rollcall:

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

Nays: None

Absent: Janice Newman

Motion carried

7) APPROVAL OF BILLS

- a. Treasurer McCreary Cannon moved to approve the August 25, 2025, bills submitted for payment in the amount of \$ 37, 304.79. Vice-President Oldenkamp seconded the motion.

Rollcall:

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

Nays: None

Absent: Janice Newman

**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.*

Motion carried

8) FINANCIAL REPORTS

- a. Vice-President Oldenkamp moved to approve the Revenue & Expenditure Reports Year-to-Date for August 2025. Treasurer McCreary Cannon seconded the motion.

Rollcall:

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

Nays: None

Absent: Janice Newman

Motion carried

- b. Review Village Financials*

9) COMMITTEE REPORTS

- a. Building & Grounds by Sonya Harrington – **The committee will be meeting on September 8, 2025 at 6:00 pm to review RFQs for construction management firms.**
- b. Finance by Patricia McCreary Cannon - **None**

10) UNFINISHED BUSINESS - None

11) NEW BUSINESS - None

12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford informed that the search for a qualified Construction Manager to conduct the upcoming renovations is in progress.
- b. She informed that the renovations to the Fire Department continued. We await new lighting, updated landscaping and renewed Sprinkler systems. We are on track to be completed in September. Amilcar Perez, Assistant Director has been spearheading our updates with the Village.
- c. She informed that the Library is pursuing the removal of holds of funds to patrons credit cards when printing through the addition of TBS.
- d. She informed that we are looking to extend the card access to thirteen doors. This move will better allow all staff to access the building at large, eliminate the need to share keys, replace worn keys and locks
- e. She informed that we are taking advantage of RAILS pricing for partnering libraries to access the Chicago Tribune Online at the Library and at home with an SHPL Library card.
- f. She informed that in July she experienced a phishing attempt via my SHPL email. In response, a third party I.T. company, Outsource IT Solutions, is assisting with this matter. Also, a long-term technology plan will be developed and necessary steps will be taken to prevent these types of issues in the future.
- g. She informed that two positions will be posted: a Maintenance Assistant and a Public Service Assistant position.
- h. She informed that Kiara Davis, the new Community Engagement Coordinator has been effective in her new role.
- i. She reminded Board Trustees about the ILA Annual Conference that will take place in October and asked if any board member is interested in attending.

13) ANNOUNCEMENTS

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The next regular meeting of the South Holland Library Board of Trustees is September 22, 2025, at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourned the meeting at 6:23 pm. The motion carried unanimously.

Elaine MacKenize, Secretary

Date

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