

MINUTES OF THE SEPTEMBER 22, 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 6:01 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: Vice-President Oldenkamp (arrived at 6:12 pm), Treasurer McCreary Cannon (arrived at 6:07 pm), and Trustee Janice Newman.

3) **INTRODUCTION OF GUESTS**

Secretary Elaine MacKenzie introduced Jimmy Stewart, who attended to observe the meeting. He has expressed interest in running for the Library Board in the future.

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 ***

Secretary Elaine MacKenzie read a note by former employee, Toni Jacobs, thanking the Library Board for the Bonsai tree she received at her retirement.

6) **APPROVAL OF MINUTES**

- a. Trustee Harrington moved to approve the minutes of the August 25, 2025, Regular Meeting of the South Holland Public Library Board of Trustees. Secretary MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Elaine MacKenzie, Sonya Harrington, LaTia Maxwell.

Nays: None

Absent: Vice-President Oldenkamp, Treasurer McCreary Cannon, Trustee Janice Newman.

Motion carried

- b. Trustee Harrington moved to approve the minutes of the September 8, 2025, Building and Grounds Committee meeting of the South Holland Public Library Board of Trustees. Trustee Maxwell seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Elaine MacKenzie, Sonya Harrington, LaTia Maxwell.

Nays: None

Absent: Vice-President Oldenkamp, Treasurer McCreary Cannon, Trustee Janice Newman.

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.*

7) **APPROVAL OF BILLS**

- a. Trustee Maxwell moved to approve the September 22, 2025 bills submitted for payment in the amount of \$ 37, 545.21. Trustee Harrington seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Elaine MacKenzie, Sonya Harrington, LaTia Maxwell. Treasurer McCreary Cannon arrived at 6:07 pm.

Nays: None

Absent: Vice-President Oldenkamp, Trustee Janice Newman.

Motion carried

8) **FINANCIAL REPORTS**

- a. Trustee Harrington moved to approve the Revenue & Expenditure Reports Year-to-Date for September 2025. Secretary MacKenzie seconded the motion.

Rollcall:

Ayes: Vanessa Bradley, Patricia McCreary Cannon, Elaine MacKenzie, Sonya Harrington, LaTia Maxwell. Vice-President Oldenkamp arrived at 6:12 pm.

Nays: None

Absent: Janice Newman

Motion carried

- b. Review Village Financials*

9) **COMMITTEE REPORTS**

- a. Building & Grounds by Sonya Harrington

Comments: Trustee Harrington informed that the Construction Manager proposals were evaluated and three companies were interviewed. The Building & Grounds Committee is recommending SMC as the company to manage the upcoming renovation projects: YS patio, PS patio, and lower floor bathrooms.

She informed that the recommendation is based on the company's presentation, experience, relevant work done in 25 libraries, and their collaborative spirit.

President Bradley indicated that the committee has recommended the company, but the final decision rests with the Director, as direct interaction with the company falls under her purview.

Director Rayford commented that she feels comfortable with the decision after speaking to various references.

- b. Finance by Patricia McCreary Cannon - **None**

10) **UNFINISHED BUSINESS**

- a. Trustee Harrington moved to select SMC for construction management for Library 2026 renovation projects: Lower-Level Restrooms, Youth Terrace and East patio as discussed. Treasurer McCreary Cannon seconded the motion.

Rollcall:

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

Nays: None

Absent: Trustee Janice Newman.

Motion carried

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11) NEW BUSINESS

a. 2025 Illinois Library Standards — For Discussion*

Director Rayford indicated that there are some changes in the formatting and display of Illinois Library Standards. She informed that she created a new schedule to review and observe the execution of the Library Standards.

She informed that in terms of Access standards, the Library will pursue the administration of a community survey in the future, produce more multi-lingual signage. She further commented that designating spaces for certain communities in the building are currently spacing challenges.

She informed that in terms of Advocacy standards, the Library already actively engages with community, develops and promotes collections, and try to reach the state officials although there is not always a response. She also mentioned that the Library already implements initiatives to showcase use and traffic data. Vice-President Oldenkamp indicated that the Library would benefit from an enhanced way to share, highlight or interpret the data.

Director Rayford informed that in terms of Building and Grounds standards, the Library has already developed a maintenance and safety manual and as a living document, it will continue to be developed as needed. She added that the Library will consider more environmentally friendly additions and seek partnerships with Thornton township and not only the village.

12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford informed that a New Scan EZ equipment is expected to be installed on September 25, potentially removing the \$20 credit card hold from most printers; one device will retain a hold for now.
- b. She informed that The Chicago Tribune Online is now live and accessible via the Library website.
- c. She announced that The Hispanic Heritage Month will be celebrated with events like Heritage Through Art, Selena movie, Colombian vs Mexican food tasting, Sangria making, and Fiesta de Culture.
- d. She informed that Amanda Heineman has been hired as a part-time Public Services Librarian; the search for a maintenance assistant is ongoing.
- e. She indicated that the State Library has not yet announced 2026 Per Capita Grant plans; directors are preparing regionally, and the updated Standards PDF is attached for review.
- f. Comments: President Bradley mentioned that she received calls on Sunday praising the Nerdvana program on September 20.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, October 27, 2025 at 6:00 p.m.

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14) **ADJOURNMENT**

Secretary MacKenzie moved to adjourn the meeting at 6:30 pm. The motion carried unanimously.

Elaine MacKenize, Secretary

Date