

MINUTES OF THE OCTOBER 27, 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 Janice Newman, Trustee LaTia Maxwell, Director Christyn Rayford, Assistant Director Amilcar Perez.

3) INTRODUCTION OF GUESTS - None

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 - None

6) APPROVAL OF MINUTES

- a. Treasurer McCreary Cannon moved to approve the minutes of the September 22, 2025, Regular Meeting of the South Holland Public Library Board of Trustees. Vice-President Oldenkamp 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. Trustee Newman moved to approve the October 27, 2025 bills submitted for payment in the amount of \$92, 756.57. 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

8) FINANCIAL REPORTS

- a. Trustee Harrington moved to approve the Revenue & Expenditure Reports Year-to-Date for October 2025. Treasurer McCreary Cannon seconded the motion.

**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.*

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 Patricia McCreary Cannon - **None**

10) UNFINISHED BUSINESS

- a. Illinois Library Standards: Collection Management, Finance & Budget, Governance & Administration, Human Resources, Information Services — For Discussion.

Comments:

Director Rayford addressed each of the sections as follows:

Collection Management: most of the standards covered in our collection. Although there is always room for improvement, there are no urgent gaps at this time. One area we are currently exploring is the community survey, which may help us identify specific collection needs based on patron feedback. This will guide future acquisitions and ensure our materials reflect community interests.

Finances: Director Rayford explained that the Village manages a significant portion of our financial operations independently. While we do oversee some aspects, much of the process is handled by them.

Regarding grants, we actively manage the ones we apply for. One example is the senior services grant, which is capped at \$5,000. Overall, we maintain responsibility for tracking and managing our grant funding.

Governance: The Director informed that we need to assess our long-term governance needs, particularly how trustees engage with the community to understand evolving library needs. While the director is aware that trustees are involved, there is currently no structured or specific method for community engagement.

Developing a clearer framework for trustee-community interaction could help align governance with strategic planning and community expectations.

She also mentioned that a key challenge is reaching users who do not currently visit the library. This is a persistent issue faced by many libraries. One potential strategy is to compare our IPLAR (Illinois Public Library Annual Report) data with similar libraries to identify patterns and gaps.

Trustee Newman discussed adding library information in the Village water bill as means to reach the community from another angle.

Human Resources: the Director informed that our HR processes are generally well-covered. We developed an onboarding procedure as well as an evaluation mechanism to assess new hires.

President Bradley raised the question of whether trustees could implement a similar

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evaluation process for the director. This could help formalize performance feedback and align expectations.

Director Rayford mentioned that we currently do not have a social worker on staff due to funding limitations. Trustee Newman proposed exploring a partnership with Governor's State University, which may offer a potential solution or collaboration opportunity worth investigating.

11) NEW BUSINESS

- a. Trustee Newman moved to approve a 5% Levy Request for FY2026-2027, as discussed. Treasurer McCreary Cannon 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. Trustee Announcement – Elaine is retiring from the library board.

12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford informed that a power outage took place on October 16 when she was in ILA. Assistant Director informed the Board President and the Director and the Library was closed. She informed that ComEd is planning another outage for Thursday, October 30, 2025. The public and staff will be informed to be prepared.
- b. She informed that our micro pantry needs heavy monitoring as perishable food is constantly left inside, despite the signage making it difficult to manage. She pointed out that it might be moved inside.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, November 17, 2025 at 6:00 p.m.

14) ADJOURNMENT

Secretary Elaine MacKenzie moved to adjourn the meeting at 7:03pm. The motion carried unanimously.

Janice Newman, Secretary

Date