

MINUTES OF THE DECEMBER 15, 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, Trustee Sonya Harrington, Trustee LaTia Maxwell, Trustee Jimmy Stewart, Director Christyn Rayford, Assistant Director Amilcar Perez.

Absent: Secretary Janice Newman

3) **INTRODUCTION OF GUESTS:**

Director Rayford introduced Dan Pohrte of Product Architecture and Design and Chris Damsch of SMC Construction Services.

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***

Vice-President Oldenkamp read a thank you note from former Secretary of the Library Board of Trustees Elaine MacKenzie.

6) **APPROVAL OF MINUTES**

- a. Treasurer McCreary Cannon motion to approve the minutes of the November 17, 2025, Regular Meeting of the South Holland Public Library Board of Trustees. Vice-President Oldenkamp seconded the motion.

Roll Call

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Sonya Harrington, LaTia Maxwell, Jimmy Stewart.

Nays: None

Absent: Janice Newman

Motion Carried

7) **APPROVAL OF BILLS**

- a. Trustee Harrington moved to approve the December 16, 2024 bills submitted for payment in the amount of \$ 71,844.03. Treasurer McCreary Cannon seconded the motion.

Roll Call

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Sonya Harrington, LaTia Maxwell, Jimmy Stewart.

Nays: None

Absent: 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.*

8) FINANCIAL REPORTS

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

Roll Call

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Sonya Harrington, LaTia Maxwell, Jimmy Stewart.

Nays: None

Absent: Janice Newman

Motion Carried

- b. Review Village Financials*

9) COMMITTEE REPORTS

- a. Building & Grounds by Sonya Harrington - **None**

- b. Finance by Patricia McCreary Cannon

- i) Finance Committee meetings for 2026 were scheduled as follows January 22, 2026 at 6 pm. and March 19, 2026 at 6 pm.

10) UNFINISHED BUSINESS - None

11) NEW BUSINESS

- a. Exterior Renovation Project Update FY2026-2027 — For Discussion
Dan Pohrte from Product Architecture provided an update including a timeline about the three upcoming renovation projects: lower-level bathrooms, Youth Services and Public Services patios. It was also indicated that the bids will take place in February.

Director Rayford indicated that she met with the Village inform them about the renovation plans. She also indicated that she is applying for the 2026 Live & Learn Construction grant.

- b. FY2026-2027 Library Levy Update —For Discussion
Director Rayford indicated the village set the FY2026-2027 levy at 3.75%.
- c. Trustee Maxwell moved to approve and submit the Per Capita Grant FY2026 as discussed. Vice-President Oldenkamp seconded the motion.

Roll Call

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Sonya Harrington, LaTia Maxwell, Jimmy Stewart.

Nays: None

Absent: Janice Newman

Motion Carried

- d. Treasurer McCreary Cannon moved to approve 1.4 Library Holidays 2026 as discussed. Trustee Steward seconded the motion.

Roll Call

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Sonya Harrington, LaTia Maxwell, Jimmy Stewart.

Nays: None

Absent: Janice Newman

Motion Carried

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- e. Trustee Harrington moved to approve 1.13 Date and Time of Library Board Meetings 2026 as discussed. Treasurer McCreary Cannon seconded the motion.

Roll Call

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Sonya Harrington, LaTia Maxwell, Jimmy Stewart.

Nays: None

Absent: Janice Newman

Motion Carried

- f. Vice-President Oldenkamp moved to approve Christyn Rayford, Library Director to attend PLA Conference in Minneapolis, Minnesota in April 2026 as discussed. Treasurer McCreary Cannon seconded the motion.

Roll Call

Ayes: Vanessa Bradley, Angela Oldenkamp, Patricia McCreary Cannon, Sonya Harrington, LaTia Maxwell, Jimmy Stewart.

Nays: None

Absent: Janice Newman

Motion Carried

12) LIBRARY DIRECTOR'S REPORT

- a. Director Rayford informed that the Library conducted its first cross-training among staff with successful results.
- b. She informed that a new maintenance assistant was hired and a new cleaning company was contracted.
- c. She highlighted some upcoming programming such as Planners and Pen and a bus trip to the Auditorium Theater in downtown.

13) ANNOUNCEMENTS

The next regular meeting of the South Holland Library Board of Trustees is Monday, January 26, 2026 at 6:00 p.m.

14) ADJOURNMENT

President Bradley moved to adjourn the meeting at 7:02 pm. The motion carried unanimously.

Janice Newman, Secretary

Date

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