

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the February 21, 2019 Regular Meeting

Vice President Leuring called the meeting to order at 7:06 pm

ROLL CALL:

Present: Fiorenzo, Joyce, Lueling, Stewart

Absent: Holecek-Sherman, Stroube, Thurmond

Also Present: Jennifer Cutshall, Library Director; Patron Juanita Urban

PUBLIC COMMENTS:

Patron Juanita Urban expressed concerns regarding recent postings to Facebook about the library.

MINUTES:

Trustee Stewart made a motion, and Trustee Joyce seconded the motion to approve the minutes from the January 17, 2019 Regular Meeting as presented. Upon a voice vote, the motion passed.

Trustee Joyce made a motion, and Trustee Fiorenzo seconded the motion to approve the minutes from the February 12, 2019 Personnel Committee Meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

Director Cutshall shared with the board her written response to a recent letter the board received via email.

FINANCIAL REPORT:

Trustee Stewart made a motion and Trustee Joyce seconded that the Board approve the February 2019 Claims list for \$14,347.45, the petty cash for \$965, the debit card for \$3,313.11 and the IMRF for \$1,693.58 (Library = \$1,162.13 and Employee = \$531.45). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Joyce, Lueling, Stewart,

Nays: 0

LIBRARIAN REPORT:

LIBRARIAN'S REPORT

January 2019

AUTOMATION:

Carlos came in and did the regularly scheduled maintenance and updates. He has also moved our wireless routers around in the building to give better coverage and has set me up with the capability to work remotely.

BUILDING MAINTENANCE:

The back staff entrance door locks have been changed by Elmer & Sons. New keys have been distributed.

PERSONNEL:

As of February 1, 2019, Melissa Formas has been with us for two years! Bridgette O'Halloran resigned on February 12, 2019, effective immediately.

PROGRAMS:

January Programs

We had 4 Adult Programs, with 38 people attending them. The most popular program was the Day Trip to see Beauty & the Beast at Drury Lane with 24 participants.

We had 4 Teen programs, with 16 people attending them. Our most popular program was the PS4 Video Game Night with 6 participants.

We had 4 Children's programs with 14 people attending them.

We had 3 Family Programs with 14 people attending them. Our Harry Potter Party was the biggest hit, with 26 patrons joining in.

OTHER:

Meetings: I attended Kiwanis on January 8 and SSLAM on January 10. I also had a teleconference with Dan from RAILS on January 4 and met with Julie from HR Source on January 10.

Illinois Youth Services Institute: Jess Rodrigues has been asked to present two days at this year's Illinois Youth Services Institute, March 21-22, 2019. The library has paid for her Registration Fees at the Early Bird rate of \$175 for the Full Conference, and Jess will be paying for her own accommodations.

ATLAS Retreat: I will be attending the biannual ATLAS Director's Retreat March 8-10 in Rockford, Illinois. The total cost for the retreat is \$150 and covers both my accommodations and meals.

COMMITTEE REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

It was decided to postpone the discussion of Policy Manual review and Committee member lists until the March meeting.

TRUSTEE DISCUSSION:

Trustees discussed posting monthly Board Meeting dates on the outdoor sign.

ADJOURMENT:

Trustee Joyce made a motion and Trustee Stewart seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:01 pm.

Secretary's Signature