

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the May 21, 2020 Regular Meeting

President Thurmond called the meeting to order at 2:05 pm.

ROLL CALL:

Present: Fiorenzo, Holecek-Sherman, Luering, Stewart, Thurmond

Absent: Joyce

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Holecek-Sherman made a motion, and Trustee Luering seconded the motion to approve the minutes from the February 20, 2020 Regular Meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

Patricia Stroube's letter of resignation was reviewed and accepted.

FINANCIAL REPORT:

Trustee Holecek-Sherman made a motion and Trustee Luering seconded that the Board approve the April 2020 Claims list for \$8,884.70, the petty cash for \$85.13, the debit card for \$999.88 and the IMRF for \$1,412.63 (Library = \$1,024.78 and Employee = \$387.85). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Luering, Stewart, Thurmond

Nays: 0

Trustee Holecek-Sherman made a motion and Trustee Stewart seconded that the Board approve the May 2020 Claims list for \$12,451.93, the petty cash for \$141.82, the debit card for \$1,999.89 and the IMRF for \$1,336.41 (Library = \$969.49 and Employee = \$366.92). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Luering, Stewart, Thurmond

Nays: 0

LIBRARIAN'S REPORT:

LIBRARIAN'S REPORT
March/April 2020

AUTOMATION:

Carlos came in and did the regularly scheduled maintenance and updates, as well as troubleshooting with some Xfinity issues and helping to facilitate staff working from home.

BUILDING MAINTENANCE:

Terry and an electrician came to the library and changed a number of broken or burned out light fixtures and outlets.

PERSONNEL:

Dominique Velazquez's last day was March 13th.

PROGRAMS:

March* Programs

We had no Adult Programs.

We had no Teen programs.

We had 6 Children's programs with 53 people attending them.

We had no Family Programs.

*There were no programs in April.

OTHER:

Meetings: I attended 1 Zone 5 meeting, and 1 SLAM meeting. I have attended or watched the recordings of multiple SWAN and RAILS member update meetings, "Virtual Advisory: Online Book Clubs", "Virtual Library Environment: What's Working?", "COVID-19 and Digital Access," "Virtual Platform Possibilities – Providing Digital Skilling Resources for Patrons," and "Mental Health and Public Libraries." Staff has dedicated quite a bit of time to learning our new Summer Reading Program software, Beanstack, and figuring out how to present and organize our new website.

Additionally, I have been meeting at least once a week with library managers. Jess Rodrigues and Laura Munoz have continued to attend system meetings and pursue continuing education remotely (see below).

Jess: Jess has taken the lead in arranging our virtual Summer Reading Program and has put great effort toward rapidly setting up Beanstack in order to make it ready for our June 1 goal. She has posted weekly virtual storytimes on FB and continues to field patron questions via email and social media.

Laura: Laura has attended a number of meetings and webinars, including a SWAN Circulation Advisory meeting, an iRead meeting, a SWAN Circulation Users Meeting, as well as RAILS Patron Management and Searching WorkFlows training recordings.

Exhibit Case: Our case still contains Marie's painted egg collection and the lovely baskets Melissa created for the Friends' fundraiser.

COMMITTEE REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Trustee Stewart made a motion and Trustee Holecek-Sherman seconded the motion to approve continued payment of staff for regularly scheduled hours for remainder of Stay at Home Order and phased reopening period. Upon a roll call, the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Lueling, Stewart, Thurmond

Nays: 0

TRUSTEE DISCUSSION:

Trustees discussed the resignation of long-time SSCHPLD Trustee Patricia Stroube, who was a dedicated advocate and representative of the library district, and her community at large. She will be missed by her fellow board members. A floral arrangement will be sent to Ms. Stroube in recognition of the library's appreciation of her service.

ADJOURNMENT:

Trustee Stewart made a motion and Trustee Holecek-Sherman seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 2:49 pm.

Secretary's Signature