

**Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the February 18, 2021 Regular Meeting**

President Thurmond called the meeting to order at 7:05 pm

ROLL CALL:

Present: Fiorenzo, Holecek-Sherman, Joyce, Nyhanna, Stanton, Stewart, Thurmond

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Joyce made a motion, and Trustee Nyhanna seconded the motion to approve the minutes from the January 21, 2021 Regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

Trustees discussed the email the library received from Allie Peterson which detailed upcoming events hosted by the Village of Steger in Celebration of its 125 year anniversary.

FINANCIAL REPORT:

Trustee Joyce made a motion and Trustee Nyhanna seconded that the Board approve the January 2021 Claims list for \$10,650.57, the petty cash for \$220.02, the debit card for \$1,993.74 and the IMRF for \$2,514.60 (Library = \$1,654.08 and Employee = \$869.52). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Nyhanna, Stanton, Stewart, Thurmond

Nays: 0

LIBRARIAN REPORT:

January 2021

AUTOMATION:

Carlos performed regularly scheduled maintenance and updates, and is helping us reconfigure our laptops for patron use in-house.

BUILDING MAINTENANCE:

I contacted Mario Planera of Planera Architects regarding the process of writing a bid and am still hoping to have the work done this spring.

PERSONNEL:

Alex gave his notice citing conflicts with family obligations. We are currently accepting applicants for a Circ Clerk position.

PROGRAMS:

In January, we offered **6** online programs, with a total number of our Facebook posts reaching over **4,900**. Our average, our Facebook posts reach **108** people each. Laura's **Easy Peasy Recipes** continues to be most popular. Our website had a total of **1,667** visits.

OTHER:

I worked regularly with O'Neill & Gaspardo toward completion of the annual audit and it was finally completed and submitted this month.

The ballot for the April 6, 2020 Consolidated Election has been certified. Joy Nyhanna, Sandra Joyce and Lisa Stanton are the official candidates for library trustee.

Meetings:

I attended the following:

- SLAM on January 8
- SWAN on January 12
- ATLAS on November 20
- Zone on January 15
- RAILS on January 28

COMMITTEE REPORTS:

None

OLD BUSINESS:

Trustee Joyce made a motion and Trustee Nyhanna seconded to pay the current mortgage with Old Plank Trail down to \$59,000 (5 year balloon with an amortization of up to 20 years) at a rate of 2.95%. Upon a roll call vote, motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Nyhanna, Stanton, Stewart, Thurmond

Nays: 0

NEW BUSINESS:

Trustee Joyce made a motion and Trustee Nyhanna seconded the motion to approve Resolution No. 21-01 to transfer the General Fund surplus to Special Funds in the amount of \$111,000 (\$100,000 to Library Building and Sites Fund; \$10,000 to Audit Fund; \$1,000 to Liability Insurance Fund). Upon a roll call vote, motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Nyhanna, Stanton, Stewart, Thurmond

Nays: 0

Trustee Holecek-Sherman made a motion and Trustee Stanton seconded to approve the proposed revisions to the Circulation Policy. Upon a voice vote, the motion passed.

TRUSTEE DISCUSSION:

Trustees discussed Chapters 9-13 of *Serving Our Public 4.0: Standards for Illinois Libraries*. Trustees postponed the Director's Annual Evaluation until the March 2021 meeting.

ADJOURNMENT:

Trustee Nyhanna made a motion and Trustee Joyce seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:47 pm.

Secretary's Signature