

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the May 16, 2021 Regular Meeting

President Thurmond called the meeting to order at 7:25 pm.

ROLL CALL:

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

Absent:

Also Present: Jennifer Cutshall, Library Director

SWEARING IN OF TRUSTEES:

Board Secretary Fiorenzo administered the Official Oath for Library Board Trustees to Trustee Joyce, Trustee Nyhanna, and Trustee Stanton, who were elected during the April 2021 Election.

ELECTION OF OFFICERS:

Trustee Nyhanna motioned to appoint Trustee Holecek-Sherman as Vice President, Trustee Stanton seconded. Upon a voice vote, motion carried.

Trustee Stanton motioned to appoint Trustee Joy Nyhanna as Treasurer, Trustee Joyce seconded. Upon a voice vote, motion carried.

Trustee Joyce motioned to keep other officers in place, and Trustee Holecek-Sherman seconded. Upon a voice vote, motion carried. Officers are as follows:

1. President: Luanne Thurmond
2. Vice President: Andrea Holecek-Sherman
3. Secretary: Janet Fiorenzo
4. Treasurer: Joy Nyhanna

PUBLIC COMMENTS:

The Director informed the board of comments shared online by a patron via FaceBook concerning reopening.

MINUTES:

Trustee Holecek-Sherman made a motion, and Trustee Stanton seconded the motion to approve the minutes from the April 15, 2021 Board Meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

Letters of Interest from potential trustees were shared. Candidates will be invited to interview before the board at next month's meeting.

FINANCIAL REPORT:

Trustee Stanton made a motion and Trustee Holecek-Sherman seconded that the Board approve the May 2021 Claims list for \$7,740.27, the petty cash for \$1,715.12, the debit card for \$2,419.13 and the IMRF for \$1,724.48 (Library = \$1,124.70 and Employee = \$599.78). Upon a roll call vote the motion passed.

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

Nays: 0

LIBRARIAN REPORT:

LIBRARIAN'S REPORT
April 2021

AUTOMATION:

Carlos performed regularly scheduled maintenance and updates. Additionally, he assisted with our hoopla setup and continues to work toward configuring our technology for reopening.

BUILDING MAINTENANCE:

Ron Cutshall and I picked up a free spinning book rack from Oak Lawn Library. Also, Ron replaced multiple lightbulbs and ballasts. He also replaced a broken flange and water pump on our hot water heater at no charge. Plus, he helped moved a number of pieces of furniture around the library.

PERSONNEL:

Ashleigh Johnson continues to do well in her new position as Youth Services Associate.

PROGRAMS:

In April, we offered 9 online programs, with a total number of our Facebook posts reaching over 1,600 individuals. Our Facebook has a following of 1,640. Laura's **Easy Peasy Recipes** continues to be most popular. Our website had a total of 1,885 visits.

Steger Night at the Movies will be held at Columbia Central on Friday, **May 21st**. Laura Munoz and I will be setting up a booth and handing out goody bags for all attendees, assisted by Ron Cutshall. The next movie night is planned for June.

OTHER:

We submitted the ALA COVID Relief grant for new carpeting. Recipients of the grant are notified in June.

The library was the grateful recipient of various janitorial and office supplies from Illinois Partners in Hope and Southland Voice.

A Staff Meeting will be held on Friday, May 28th, to discuss our Summer Reading Program, Reading Colors Your World, as well as the details of our reopening.

Meetings:

I attended the following:

- SLAM on April 15
- Zone 5 on April 15
- Teleconference with OPT and Kent Flores on April 15
- RAILS on April 27

COMMITTEE REPORTS:

None

OLD BUSINESS:

None.

NEW BUSINESS:

1. The President announced that in order to refund its outstanding mortgage promissory notes, which were issued to improve the District's library building, The Board of Library Trustees would consider the adoption of an ordinance providing for the issuance of its Refunding Mortgage Notes, Series 2021, evidencing the rights to payment under the mortgage and providing for the sale of said refunding mortgage notes.

Whereupon Library Trustee Nyhanna presented and the Secretary read by title an ordinance as follows, a copy of which was made available to each Member prior to said meeting and to everyone in attendance at said meeting who requested a copy.

Trustee Nyhanna made a motion and Trustee Holecek-Sherman seconded the motion to pass Ordinance 21-10 – An ordinance authorizing and providing for the issue of \$57,072.21 Refunding Mortgage Notes, Series 2021, of the Steger-South Chicago Heights Public Library District, Cook and Will Counties, Illinois, evidencing the rights to payment under a mortgage and assignment of rents on real property, prescribing the details of the Notes and providing for the security for and means of payment under the mortgage of the Notes. Upon a roll call vote, the motion passed.

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

Nays: 0

Absent: 0

2. Trustee Stanton motioned and Trustee Nyhanna seconded to approve the following line item changes to the FY20-21 Budget. Reduce: Salaries by \$10,000; Health Insurance by \$8,700; Automation by \$3,000; Books-Adult by \$2,500; Marketing by \$5,000, Teen Programs by \$1,000; Digital Resources by \$2,500; and Equipment Maintenance by \$2,000. Increase: Juvenile Programs by \$1,000; Family Programs by \$2,000; Electricity by \$1,500; Telephone by \$1,750; and Professional Services by \$4,000. Upon a roll call vote, the motion passed.

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

Nays: 0

Absent: 0

3. Trustee Nyhanna made a motion and Trustee Holecek-Sherman seconded to accept the quote from Montes Roofing for roof repair and replacement on the original roof in the amount of \$23,720.00. Upon a roll call vote, the motion passed.

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

Nays: 0

Absent: 0

4. Trustee Holecek-Sherman motioned and Trustee Stanton seconded to approve June 14, 2021 as the library's reopening date. Upon a voice vote, the motion passed.
5. Trustee Stanton motioned and Trustee Joyce seconded to approve the following library hours, effective June 1st: Monday – Wednesday 10 am – 7 pm; Thursdays 10 am – 8 pm; Friday & Saturday 1 – 5 pm. Upon a voice vote, the motion carried.
6. Trustees asked Director Cutshall to obtain more estimates for the Painting Project, and quotes for a new shed.
7. Trustee Holecek-Sherman motioned and Trustee Stanton seconded to remove Jacque Stewart as signer on all applicable Old Plank Trail accounts and add Joy Nyhanna as signer to all relevant Old Plank Trail accounts. Upon a roll call vote, the motion passed.

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

Nays: 0

Absent: 0

TRUSTEE DISCUSSION:

The board requested a Thank You note be sent to a recent library donor.

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 8:15 pm.

Secretary's Signature