

Steger-South Chicago Heights Public Library District
Board of Trustees
Minutes of the October 22, 2020 Regular Meeting

Vice-President Holecek-Sherman called the meeting to order at 7:02 pm

ROLL CALL:

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

Absent: 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 September 16, 2021 Regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

None

FINANCIAL REPORT:

Trustee Joyce made a motion and Trustee Stanton seconded that the Board approve the October 2021 Claims list for \$9,640.77, the Petty Cash for \$185.00, the Debit Card for \$1,872.98 and the IMRF for \$2,161.96 (Library = \$1,448.84 and Employee = \$713.12). Upon a roll call vote the motion passed.

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

Nays: 0

Absent: 1

LIBRARIAN REPORT:

LIBRARIAN'S REPORT
September 2021

AUTOMATION:

Carlos Martinez performed regularly scheduled maintenance and updates, and reconfigured devices in order to accommodate the painters. One of our server fans also needed replacement.

BUILDING MAINTENANCE:

- Gass Professional Painting began working at the library October 4 and were able to complete the entire job by October 8. Donnie and his crew were considerate and thorough, and the library looks fresh and clean. All the work was done around the library's schedule, and we did not need to close to the public at any time. Staff continue to receive daily compliments on the appearance of the library, both inside and out.
- The library's entire staff worked incredibly hard during this week of painting, going above and beyond their usual duties while continuing to provide excellent customer service to patrons.
- Ron Cutshall moved a number of bookshelves and other furniture in order to accommodate the painters. He also secured bookshelves to the walls with brackets for safety.
- The utility sink and the employee toilet were both out of order and Pat Gavin from Gavin Maintenance came and took care of both issues for us.

PERSONNEL:

None.

PROGRAMS:

We offered **55** online book displays, **1** in-person kids program with **6** attendees, **2** passive kids programs with **20** total attendees, and **2** adult passive programs with **20** total attendees. Our Facebook posts reached **2,896** individuals. Our website had a total of **1,480** visits.

OTHER:

- In September, our library circulated **1,491** items. Our busiest days were **Wednesdays**. Our busiest time was the **two o'clock** hour.
- The Friends of the Library is once again partnering with Scrementi's for a fundraiser benefitting Library **October 18-24**. Receipts from this period will be handed back into the library and Scrementi's will give the Friends a percentage of the total.

Meetings:

I attended the following:

- SLAM on September 9
- Senior Day on September
- ATLAS on September 15
- Peanut Day on September 17
- Zone 5 on September 17
- Kiwanis on September 28
- RAILS on September 30
- LIMRiCC on September 30

OLD BUSINESS:

None.

NEW BUSINESS:

Trustees reviewed Ordinance 21-09: An Ordinance providing for the Levy of Steger-South Chicago Heights Public Library District, Cook and Will Counties, Illinois for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022. A Levy Special Hearing will be held on November 11, 2021 at 7:00 pm.

Trustee Joyce made a motion and Trustee Perez seconded to change the November 2021 Levy Special Hearing and Regular Board Meeting from November 18th to November 11th. Upon a voice vote, the motion passed.

Trustee Stanton made a motion and Trustee Nyhanna seconded to accept the Intergovernmental Agreement for Joint Purchasing of Library Programming Events and Services. Upon a voice vote, the motion passed.

Trustee Stanton made a motion and Trustee Perez seconded to accept the revised Collection Development Policy as presented. Upon a voice vote, the motion passed.

Trustee Nyhanna made a motion and Trustee Joyce seconded to accept the revised Reference Service Policy as presented. Upon a voice vote, the motion passed.

Trustees were made aware of the Director's intention to apply for the upcoming Live and Learn Grant through the Illinois State Library.

Director Cutshall shared with the board preliminary plans to attend PLA 2022.

TRUSTEE DISCUSSION:

Trustees reviewed and discussed Chapters 1-6 of *Serving our Public 4.0: Standards for Illinois Libraries*.

Trustees discussed plans for the annual Trustee Holiday Dinner.

ADJOURMENT:

Trustee Nyhanna made a motion and Trustee Perez seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:29pm.

Secretary's Signature