

Steger-South Chicago Heights Public Library District  
Board of Trustees  
Minutes of the September 20, 2020 Regular Meeting

Vice-President Holecek-Sherman called the meeting to order at 7:09 pm.

**ROLL CALL:**

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

Absent: Thurmond

Also Present: Jennifer Cutshall, Library Director; John Metzger, friend of Ms. Perez

**PUBLIC COMMENTS:**

None

**MINUTES:**

Trustee Nyhanna made a motion, and Trustee Stanton seconded the motion to approve the minutes from the August 19, 2021 Regular meeting as presented. Upon a voice vote, the motion passed.

Trustee Joyce made a motion, and Trustee Nyhanna seconded the motion to approve the minutes from the August 29, 2021 Budget & Appropriations meeting. Upon a voice vote, the motion passed.

**CORRESPONDENCE:**

None.

**FINANCIAL REPORT:**

Trustee Joyce made a motion and Trustee Nyhanna seconded that the Board approve the September 2021 Claims list for \$21,849.25, the Petty Cash for \$587.81, the Debit Card for \$3,576.23 and the IMRF for \$2,187.05 (Library = \$1,466.96 and Employee = \$720.09). Upon a roll call vote the motion passed.

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

Nays: 0

Absent: Thurmond

**LIBRARIAN REPORT:**

**LIBRARIAN'S REPORT  
August 2021**

**AUTOMATION:**

Carlos Martinez performed regularly scheduled maintenance and updates, including an upgrade to our online library catalog, WorkFlows.

**BUILDING MAINTENANCE:**

- MERTS came and did their scheduled seasonal maintenance. They have ordered a part to replace in our rooftop fan system which will hopefully be installed sometime in September.
- Gass Professional Painting is scheduled to begin working at the library at the end of September or beginning of October. We do not anticipate needing to close at this time.
- Ron Cutshall repaired a desk drawer and replaced ceiling tiles.
- Wee Clean Supreme cleaned all our windows, inside and out, deep cleaned our carpeting, and stripped and shined the linoleum flooring.

**PERSONNEL:**

Melissa Formas gave her notice, effective September 7<sup>th</sup>. For the time being, she will not be replaced. Martha's last day will likely be in October. Nicole Castagna, our Marketing Associate, also gave her notice, effective immediately. Her duties, for now, will be split between current staff. Jess Rodrigues will continue to maintain our social media and website, and I will create and edit the newsletter and press releases.

**PROGRAMS:**

We offered **3** online programs with **39** total attendees. Our Facebook posts reached **4,560** individuals. Our website had a total of **1,316** visits.

**OTHER:**

- In August, our library circulated **1,632** items. Our busiest days were **Mondays**. Our busiest time was the **one 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:

- Budget Meetings on August 6
- ATLAS on August 12 and 18
- Kiwanis on August 24
- Little Miss Peanut Crowning on August 20
- Steger Parade on August 22

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Trustee Stanton made a motion and Trustee Joyce seconded to close the library on Friday, December 3, 2021 for annual Staff In-Service Day. Upon a voice vote, the motion passed.

**TRUSTEE DISCUSSION:**

None.

**ADJOURMENT:**

Trustee Holecek-Sherman made a motion and Trustee Nyhanna seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 7:48 pm.

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Secretary's Signature