

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the April 21, 2022 Regular Meeting

Vice President Holecek-Sherman called the meeting to order at 7:05 PM.

ROLL CALL:

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

Absent: Thurmond

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Nyhanna made a motion, and Trustee Joyce seconded the motion to approve the minutes from the March 17, 2022 regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

None.

FINANCIAL REPORT:

Trustee Stanton made a motion and Trustee Nyhanna seconded that the Board approve the March 2022 Claims list for \$15,086.31, the petty cash for \$190.74, the debit card for \$3,656.54 and the IMRF for \$1,846.74 (Library = \$1,117.40 and Employee = \$729.34). Upon a roll call vote the motion passed.

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

Nays: 00

LIBRARIAN'S REPORT:

**LIBRARIAN'S REPORT
March 2022**

AUTOMATION:

Carlos performed regularly scheduled maintenance and updates. Jess updated our website and social media.

BUILDING MAINTENANCE:

We continue to organize the Marie Room and I anticipate being able to offer the room to the public again. Ron Cutshall has been hanging pictures and signs up throughout the library. He has also repaired more furniture and library shelving. Also, I am seeking bids to repave and repair our parking lot.

PERSONNEL:

Both Jesus and Luke have accepted jobs elsewhere and we are again accepting applications for Circulation Clerk

PROGRAMS:

In January, we offered **7** Youth programs with a total of **12** participants, and **3** passive programs for adults with a total of **40** participants. Our website had over **1,400** views and our Facebook reach was over **3,710**. We circulated **1,784** items, books being the most popular. Our busiest day of the week was **Wednesday** and we saw the most action during the **4 o'clock** hour. Our most popular checkouts were books from the Juvenile collection.

OTHER:

- The Friends of the Library generously agreed to pay the cost of the petting zoo for our Summer Reading party!
- We have moved forward with the Secretary of State in our effort to become a sales point for Vehicle Stickers.

MEETINGS:

I attended the following:

- Meeting with Crete Public Library Director March 1
- Kiwanis on March 8

- Friends on March 14
- ATLAS on March 16
- PLA March 21-25

COMMITTEE REPORTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Stanton motioned and Trustee Perez seconded to pass the Hot Spot Policy. Following a voice vote, the motion passed.

The purchase of a new Security System was discussed. Trustees agreed to wait for more information and additional estimates before putting the decision to a vote.

TRUSTEE DISCUSSION:

Trustees discussed making arrangements for upcoming committee meetings.

ADJOURNMENT:

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 8:39 PM.

Secretary's Signature