

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

Vice President Holecek-Sherman called the meeting to order at 7:07 pm.

ROLL CALL:

Present: Holecek-Sherman, Nyhanna, Perez, Stanton

Absent: Fiorenzo, Joyce, Thurmond

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Nyhanna made a motion, and Trustee Stanton seconded the motion to approve the minutes from the June 16, 2022 Regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

The Director shared the Per Capita Grant Award Letter.

FINANCIAL REPORT:

Trustee Nyhanna made a motion and Trustee Stanton seconded that the Board approve the July 2022 Claims list for \$15,643.54, the petty cash for \$340.00, the debit card for \$3,286.96 and the IMRF for \$2,878.77 {(Library (\$1731.00) + Employee (\$1,147.77)}. Upon a roll call vote the motion passed.

Ayes: Holecek-Sherman, Nyhanna, Perez, Stanton

Nays: 0

Absent: Fiorenzo, Joyce, Thurmond

LIBRARIAN'S REPORT:

**LIBRARIAN'S REPORT
June 2022**

AUTOMATION:

Carlos performed regularly scheduled maintenance and updates, as well as coordinating with the security company during the installation of the Security Camera System. Jess updated our website and social media.

BUILDING MAINTENANCE:

Ron Cutshall made minor repairs and improvement, including fixing a chair and hanging signage. Aleck Plumbing performed our annual backflow inspection. Wee Supreme Cleaning conducted a deep clean of the building, including carpet washing, floor stripping & waxing, and interior & exterior window cleaning.

PERSONNEL:

Sal has rejoined our staff part-time.

PROGRAMS:

In June, we offered **9** Youth programs with a total of **492** participants, and **2** programs for adults with a total of **34** participants, the Petting Zoo program being the most popular. Our website had **1,694** views and our Facebook reach was **11,211**. We circulated **1,916** items, books being the most popular. Our busiest day of the week was **Thursday** and we saw the most action during the **2 o'clock** hour. Our most popular checkouts were books from the Adult collection.

OTHER:

- Our new Security Camera system is up and running.

MEETINGS:

I attended the following:

- SWAN on June 2
- SLAM on June 9
- ATLAS on June 15
- Zone 5 on June 17
- Kiwanis on June 28

COMMITTEE REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Trustee Perez made a motion and Trustee Stanton seconded the motion to pass Ordinance 22-05: Ordinance Listing Board of Trustees of SSCHPL by Name, Address, Office, and Terms. Upon a voice call, motion carried.

Trustees reviewed Ordinance 22-06: Budget and Appropriation Ordinance.

Trustee Holecek Sherman made a motion and Trustee Nyhanna seconded to eliminate the E-book Reader Lending Policy. Upon a voice call, motion carried.

Trustees considered scheduling an upcoming Finance Committee meeting, but no date was set.

TRUSTEE DISCUSSION:

None

ADJOURNMENT:

Trustee Stanton made a motion and Trustee Nyhanna seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:21 pm.

Secretary's Signature