

**Steger-South Chicago Heights Public Library  
Board of Trustees  
Minutes of the November 16, 2023 Regular Meeting**

Vice President Holecek-Sherman called the meeting to order at 7:16 pm

**ROLL CALL:**

Present: Fiorenzo, Holecek-Sherman, Johnson, Nyhanna, Stanton

Also Present: Jennifer Cutshall, Library Director

**PUBLIC COMMENTS:**

None

**MINUTES:**

Trustee Nyhanna made a motion and Trustee Johnson seconded the motion to approve the minutes from the October 19, 2023 Regular Meeting as presented. Upon a voice vote, the motion passed.

**CORRESPONDENCE:**

None

**FINANCIAL REPORT:**

Trustee Nyhanna made a motion and Trustee Stanton seconded that the Board approve the November 2023 Claims list for \$10,386.85, the petty cash for \$2,390.98, the debit card for \$3,182.05 and the IMRF for \$2,024.30 (Library = \$1,281.91 and Employee = \$751.02). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Johnson, Nyhanna, Stanton

Nays: 0

**LIBRARIAN'S REPORT:**

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October 2023**

**AUTOMATION:**

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

**BUILDING MAINTENANCE:**

The parking lot improvements were completed. Ron Cutshall hung and removed exterior holiday lights and replaced the locking mechanisms on the public bathroom doors.

**PERSONNEL:**

None

**PROGRAMS:**

In October, we offered **11** Youth programs with a total of **48** participants. For Adults, we offered **5** programs with **49** participants total. Our website had **1,316** views and our Facebook reach was **2,046**. We circulated **1,691** items, books being the most popular. Our busiest day of the week was **Thursday** and we saw the most action during the **4 o'clock** hour. Our most popular checkouts were books from the Adult collection.

**OTHER:**

- Holiday postcards were distributed.

**MEETINGS:**

I attended the following:

- District 194 on October 4
- Friends on October 9
- Bid Meeting on October 12
- ATLAS on October 10 & 18
- ZONE October 20

- State Rep. Anthony DeLuca October 23
- ILA October 23-26
- ATLAS on October 12
- Kiwanis October 31

**COMMITTEE REPORTS:**

None.

**OLD BUSINESS:**

Ordinance 23-09 – 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, 2023 and ending June 30, 2024 was presented to the Trustees. After a roll call, the motion carried.

Ayes: Fiorenzo, Holecek-Sherman, Johnson, Nyhanna, Stanton

**NEW BUSINESS:**

Trustee Johnson made a motion and Trustee Nyhanna seconded to appoint Tashara Rule to the vacant trustee position. Upon a roll call, the motion carried.

Ayes: Fiorenzo, Holecek-Sherman, Johnson, Nyhanna, Stanton

Nays: 0

Trustees reviewed the Meeting Room Policy.

**TRUSTEE DISCUSSION:**

Trustees discussed Chapters 7-13 of *Serving Our Public 4.0: Standards for Illinois Libraries* and the upcoming board Holiday Party on January 11<sup>th</sup> at 6pm.

**ADJOURNMENT:**

Trustee Stanton made a motion and Trustee Johnson seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 7:47 pm.

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Secretary's Signature