

Steger-South Chicago Heights Public Library
Board of Trustees
Minutes of the May 16, 2024 Regular Meeting

President Andrea Holecek-Sherman called the meeting to order at 7:06pm.

ROLL CALL:

Present: Andrea Holecek-Sherman, Lisa Stanton, Joy Nyhanna, Tashara Rule, and Janet Fiorenzo

Absent: Winona Johnson and Sandra Joyce

Also Present: Jessica Rodrigues, Interim Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Stanton made a motion and Trustee Nyhanna seconded the motion to approve the minutes from the April 19, 2024 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 April 2024 Claims list for \$9,994.96, the petty cash for \$1,879.80, the credit card for \$8,529.50, and the IMRF for \$1,646.70 (Library = \$942.66 and Employee = \$704.04). Upon a roll call vote the motion passed.

Ayes: Nyhanna, Fiorenzo, Rule, Stanton, Sherman.

Nays: 0

LIBRARIAN'S REPORT:

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April 2024

Automation

Carlos performed routine updates and maintenance on our computers. Sal and I made updates to our website and social media.

Building Maintenance

- Elmer & Sons repaired the lock on door #3.

- Preferred Window & Doors repaired the doors leading from the main area of the library into youth services.
- We received two quotes for automating the front doors.
- TTS is continuing their work on the Marie Room.

Personnel

- Jennifer Cutshall's last day was April 30th.

Programs

In April we offered 13 programs, some of which occurred over multiple days. Our newest library assistant, Sarah, has been hosting art programs for all ages that have been very popular, and Annamarie's monthly classic movie discussion night has developed quite a following. We will continue developing new programming that taps into the talents and knowledge of our staff members.

Meetings

I attended:

- ILA Small & Rural Libraries Forum Meeting on April 11th
- ILA Reaching Forward South Conference on April 19th
 - Presented "AI-Powered Productivity: Unleashing the Potential of Artificial Intelligence in Your Everyday Life" with Henry Rodrigues
 - Participated on a panel of librarians and trustees
- RAILS Conversation with IL SOS Alexi Giannoulis on April 22nd
- ILA Reaching Forward Committee Meeting on April 25th

Respectfully submitted,
Jessica Rodrigues

COMMITTEE REPORTS:

None

OLD BUSINESS:

None

CLOSED SESSION: President Holecek-Sherman called a closed session at 7:30pm to discuss hiring a new director. Trustees re-entered open session at 7:55pm.

NEW BUSINESS:

Trustee Nyhanna made a motion and Trustee Stanton seconded to hire Jessica Rodrigues as Director at an salary of \$65,000, backdated to May 1, 2024, with a performance and salary review in six months. Upon a roll call, the motion passed.

Trustee Rule made a motion and Trustee Stanton seconded to accept the door repair quote #64757 from Preferred Window and Doors, with the request to see if

a lower rate could be secured and to be fully invoiced by June 30, 2024. Upon a roll call, the motion passed.

Trustees discussed the purchase of a scan and fax station from TBS and requested additional information from Director Rodrigues before the next meeting.

Trustee Rule made a motion and Trustee Stanton seconded to amend the personnel policy to include the position "Outreach Coordinator." Upon a voice vote, the motion passed.

Trustee Stanton made a motion and Trustee Nyhanna seconded to reschedule future board meetings to the fourth Thursday of the month rather than the third. Upon a voice vote, the motion passed.

TRUSTEE DISCUSSION:

Trustee Nyhanna requested that the bushes surrounding the child statue outside of the building be cut back as they are obscuring the statue. She also stated that the garbage can in front of the library is not being emptied regularly.

Board President Holecek-Sherman expressed concern over the amount of garbage and cigarette butts outside of the library on the grounds.

Trustee Nyhanna announced her resignation from the board, as she is planning to move out of the district. Board President Holecek-Sherman asked Director Rodrigues to post the vacancy notice in the library and on the website.

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 8:40pm.