

Steger-South Chicago Heights Public Library District
Board of Trustees
Minutes of the September 21, 2023 Regular Meeting

Vice-President Holecek-Sherman called the meeting to order at 7:12 pm.

ROLL CALL:

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

Absent:

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Stanton made a motion and Trustee Hill seconded the motion to approve the minutes from the August 17, 2023 Regular meeting as presented. Upon a voice vote, the motion passed.

Trustee Stanton made a motion, and Trustee Nyhanna seconded the motion to approve the minutes from the August 17, 2023 Budget & Appropriations meeting. 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 September 2023 Claims list for \$11,341.36, the Petty Cash for \$882.38, the Debit Card for \$2,842.02 and the IMRF for \$2,031.32 (Library = \$1,287.00 and Employee = \$744.32). Upon a roll call vote the motion passed.

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

Nays: 0

Absent:

LIBRARIAN REPORT:

**LIBRARIAN'S REPORT
August 2023**

AUTOMATION:

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

BUILDING MAINTENANCE:

Ron Cutshall made minor repairs and improvements. Quality Alarm performed their annual alarm inspection.

PERSONNEL:

None

PROGRAMS:

In August, we offered **2** Family programs with a total of **39** participants and **5** Youth programs. For Adults, we offered **2** passive programs with **74** participants total. Our website had **1,316** views and our Facebook reach was **4,560**. We circulated **2,124** items, books being the most popular. Our busiest day of the week was **Monday** and we saw the most action during the **3 o'clock** hour. Our most popular checkouts were books from the Adult collection.

OTHER:

- I completed and submitted the annual IPLAR report.

MEETINGS:

I attended the following:

- Staff Breakfast
- Director's University August 2-4
- Kiwanis August 9 & 23
- SLAM on August 11
- Levy Webinar on August 25

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Stanton made a motion and Trustee Joyce seconded to close the library on Friday, December 1, 2023 for annual Staff In-Service Day. Upon a voice vote, the motion passed.

TRUSTEE DISCUSSION:

None.

ADJOURNMENT:

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

Secretary's Signature