

**Steger-South Chicago Heights Public Library  
Board of Trustees  
Minutes of the November 17, 2022 Regular Meeting**

Vice President Holecek-Sherman called the meeting to order at 7:21 pm

**ROLL CALL:**

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

Also Present: Jennifer Cutshall, Library Director

**PUBLIC COMMENTS:**

None

**MINUTES:**

Trustee Stanton made a motion and Trustee Perez seconded the motion to approve the minutes from the September 15, 2022 Regular Meeting as presented. Upon a voice vote, the motion passed.

**CORRESPONDENCE:**

None

**FINANCIAL REPORT:**

Trustee Nyhanna made a motion and Trustee Holecek-Sherman seconded that the Board approve the November 2022 Claims list for \$9,838.16, the petty cash for \$136.00, the debit card for \$2,307.90 and the IMRF for \$2,115.14 (Library = \$1,287.29 and Employee = \$827.85). Upon a roll call vote the motion passed.

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

Nays: 0

**LIBRARIAN'S REPORT:**

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October 2022**

**AUTOMATION:**

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

**BUILDING MAINTENANCE:**

Ron Cutshall replaced an outdoor spigot and interior pipes. Donnie Gass sprayed insulation around the pipes and will return to patch and repaint the affected area. The exterminator came and performed a seasonal maintenance spray.

**PERSONNEL:**

None

**PROGRAMS:**

In August, 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:**

- Fall newsletters were distributed.

**MEETINGS:**

I attended the following:

- Friends on October 10
- Kiwanis on October 11
- ATLAS on October 12
- Little Miss Peanut on October 13
- Kiwanis on October 16

- ATLAS on October 19

**COMMITTEE REPORTS:**

None.

**OLD BUSINESS:**

Ordinance 22-09 – 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, 2022 and ending June 30, 2023 was presented to the Trustees. After a roll call, the motion carried.

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

Nays: 0

**NEW BUSINESS:**

**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 12<sup>th</sup> at 6pm.

**ADJOURNMENT:**

Trustee Stanton made a motion and Trustee Perez 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