

Steger-South Chicago Heights Public Library
Board of Trustees
Minutes of the September 26, 2024 Regular Meeting

President Andrea Holecek-Sherman called the meeting to order at 7:02pm.

ROLL CALL:

Present: Andrea Holecek-Sherman, Sandra Joyce, Lisa Stanton, Janet Fiorenzo,
Laura Munoz, Tashara Rule

Absent: Winona Johnson

Also Present: Jessica Rodrigues, Director

PUBLIC COMMENTS:

None

CORRESPONDANCE:

None

MINUTES:

Trustee Stanton made a motion and Trustee Rule seconded the motion to approve the minutes from the August Special Meeting and the August Regular Meeting as presented. Upon a voice vote, the motion passed.

FINANCIAL REPORT:

Trustee Stanton made a motion and Trustee Joyce seconded that the Board approve the September 2024 Claims list for \$15,165.30, the petty cash for \$272.01, the credit card for \$12,603.28, and the IMRF for \$1,914.11 (Library = \$1,308.94 and Employee = \$605.17). Upon a roll call vote the motion passed.

Ayes: Joyce, Stanton, Fiorenzo, Sherman, Munoz, Rule

Nays: 0

LIBRARIAN'S REPORT

September 2024

Automation

Carlos performed routine maintenance and updates on our staff and patron computers and repaired a fan on our server. Our new staff computers arrived, and he set them up for use. Sal updated our website and social media.

Building Maintenance

Greg Damiani (electrician) replaced the outlet outside of the director's office, which we discovered was inoperable due to something being stuck inside of it. There is now another desk located there where our social worker intern is stationed.

Pat Gavin (plumber) sealed off the non-working water heater, which was oozing water and orange goop. He advised us we will need a new water heater as our current one had become severely rusted. The hot water faucets are currently inoperable. I am delaying replacing the water heater until we can get an estimate on installing a water softener system. Without a water softener system, our plumbing system will continue to have rust and calcium buildup problems.

I will be hiring Independent Construction Services to conduct a Facilities Assessment of the library and will use this information in writing a grant application for the Live and Learn Construction Grant and in developing a long-term capital improvement plan for the library. More information about this service is attached at the end of this report.

Personnel

Ana, our social worker intern from U of I, started the last week of August. In the past few weeks she has proven to be an invaluable asset in assisting patrons and educating staff on area services.

Programs

During the month of September, Old Plank Trail Bank in Steger has handed out flyers promoting SSCHPL programs and how to get a library card.

On September 9th, the library gave away 30 backpacks full of supplies along with hotdogs, chips, drinks. The backpacks and food were donated by our very own Betty, who wanted to give back to the community. The event was well-attended and enjoyed by all.

Sarah's arts and crafts activities this month have introduced our patrons to new forms of art like Japanese stab binding, as well as practical home DIY projects like beeswax wraps. Our classic movie nights and discussions, led by Annamarie, have amassed a regular following of patrons.

The Tuesday morning storytime, presented by Annamarie and Betty, continues to draw many families and has begun incorporating new elements such as feltboard stories and puppets.

The library is partnering with SD194 on September 27th for a showing of Inside Out 2 at Columbia Central. I will be there with Henry and Charlie to give away gift bags from the library and to encourage families to visit.

Meetings

I attended:

Illinois Library Association (ILA) Small and Rural Libraries Forum Meetup: Ordinances (Zoom) on August 29th

A meeting with Dan Eallanardo from ICS at the library on August 30th regarding developing a capital improvement plan for the library

Association for Small and Rural Libraries (ARSL) Annual Conference in Springfield, Massachusetts from September 12th - 14th, where I also presented on the topic of e-government services in the library and the way libraries can ensure their policies and procedures serve their patrons' needs

IMRF trainings (Zoom) on September 4th & 18th

Childrens Librarians Association of the South Suburbs (CLASS) meeting on September 18th at the Richton Park Library, with Shay

ILA Reaching Forward Committee Meeting (Zoom) on September 20th

ILA Small and Rural Libraries Forum Meetup: Safety in the Library (Zoom) on September 26th

ARSL Conference Recap

At the ARSL Conference I met and spoke with several librarians from across the country and attended over a dozen sessions on topics pertinent to our library. Here are just a few of the initiatives I plan to pursue based on this conference:

Spanish language library basics for staff
Revisiting our library card signup policy in light of a large study done by the Brooklyn Public Library with data from all fifty states
Outreach opportunities on a budget
Ideas for partnering with our school districts

Respectfully submitted,
Jessica Rodrigues

COMMITTEE REPORTS:

None

OLD BUSINESS:

President Sherman assigned trustees to standing committees as follows:

Policy: Fiorenzo, Joyce

Finance: Rule, Munoz

Personnel: Stanton, Johnson

NEW BUSINESS:

Trustees reviewed the Collection Development Policy.

Trustees reviewed and discussed the proposed Public Notary Policy. Vice President Rule made a motion and Trustee Munoz seconded to adopt the Public Notary Policy. The motion passed following a voice vote.

Trustee Munoz recommended drafting a library procedure outlining what kinds of documents staff can notarize and developing a scripted disclosure statement.

TRUSTEE DISCUSSION:

Trustee Fiorenzo encouraged the trustees to promote the upcoming Friends of the Library fundraiser at Scrementi's Restaurant during the week of October 21st to 27th.

Trustee Joyce requested an updated list of trustee contact information.

ADJOURNMENT:

Trustee Joyce made a motion and Trustee Stanton seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 7:57pm.