

Steger-South Chicago Heights Public Library
Board of Trustees
Minutes of the April 19, 2024 Regular Meeting

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

ROLL CALL:

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

Absent: Winona Johnson

Also Present: Jennifer Cutshall, Library Director; Jessica Rodrigues, Head of Information Services

PUBLIC COMMENTS:

None

MINUTES:

Trustee Nyhanna made a motion and Trustee Rule seconded the motion to approve the minutes from the March 21, 2024 Regular Meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

None

FINANCIAL REPORT:

Trustee Stanton made a motion and Trustee Rule seconded that the Board approve the April 2024 Claims list for \$3,096.91, the petty cash for \$1,091.23, the credit card for \$6,051.08, 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, Joyce, Stanton, Sherman

Nays: 0

LIBRARIAN'S REPORT:

AUTOMATION:

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

BUILDING MAINTENANCE:

- Ron Cutshall repaired and/or replaced bathroom door locks, ceiling tiles, and lightbulbs.

- I continued working with TTS Granite toward the completion of the Marie Room project.

PERSONNEL:

The Library welcomed Betty Haynes and Sarah Weiner as our two newest Circulation Clerks. Annamarie Christofanelli accepted a RPTE position in Circulation. Shay Redden accepted the position of Head of Circulation.

PROGRAMS:

In February, we offered 18 programs. Knit & Crochet was our most popular and Device Advice was busy as usual. We also began offering a monthly Chess Club again, as well as a monthly Movie Night.

OTHER:

- The 2024 ILLINET was submitted.
- The 2024 Illinois Library State Certification was submitted.

MEETINGS:

I attended the following:

- Personnel committee on February 2
- SWAN on February 6
- SLAM on February 8
- Kiwanis on February 13 & 27

COMMITTEE REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

Trustee Joyce made a motion and Trustee Stanton seconded to add Jessica Rodrigues and Shalonda (Shay) Redden as signers on the OPT account. Upon a roll call, the motion carried.

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

Nays: 0

Trustee Nyhanna made a motion and Trustee Rule seconded to revise the Personnel Policy job title and description for "Circulation Clerks" to "Library Assistants." Upon a voice vote, the motion carried.

Trustee Joyce made a motion and Trustee Nyhanna seconded revising the Display Case Policy. Upon a voice vote, the motion carried.

Trustee Stanton made a motion and Trustee Nyhanna seconded revising the Authority to Spend Policy. Upon a roll call, the motion carried.

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

Nays: 0

Trustee Nyhanna made a motion and Trustee Joyce seconded to appoint Jessica Rodrigues as Interim Director. Upon a roll call, the motion carried.

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

Nays: 0

TRUSTEE DISCUSSION:

Trustees discussed sending a letter to ComEd asking for reimbursement related to the costs of repairing the parking lot.

ADJOURNMENT:

Trustee Joyce made a motion and Trustee Nyhanna seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 7:41pm.