

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the January 20, 2022 Regular Meeting

President Thurmond called the meeting to order at 7:05 pm

ROLL CALL:

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

Absent: Thurmond

Also Present: Jennifer Cutshall, Library Director; Alfredo Rodriguez, IL NFP Audit & Tax, LLP

PUBLIC COMMENTS:

None

MINUTES:

Trustee Nyhanna made a motion, and Trustee Stanton seconded the motion to approve the minutes from the November 11, 2021 Levy Hearing as presented. Upon a voice vote, the motion passed.

Trustee Nyhanna made a motion, and Trustee Perez seconded the motion to approve the minutes from the November 11, 2021 Regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

Holiday cards sent to the library were shared with the board. A recent letter from the Will County Treasurer regarding tax distribution dates was also reviewed by the board.

FINANCIAL REPORT:

Trustee Holecek-Sherman made a motion and Trustee Nyhanna seconded that the Board approve the December 2021 Claims list for \$6,993.26, the petty cash for \$193.96, the debit card for \$2,229.58 and the IMRF for \$2, (Library = \$1,448.84 and Employee = \$713.12). Upon a roll call vote the motion passed.

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

Nays: 0

Trustee Holecek-Sherman made a motion and Trustee Stanton seconded that the Board approve the January 2022 Claims list for \$6,404.61, the petty cash for \$0.00, the debit card for \$2,853.26 and the IMRF for \$2,161.96 (Library = \$1,448.84 and Employee = \$713.12). Upon a roll call vote the motion passed.

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

Nays: 0

LIBRARIAN REPORT:

**LIBRARIAN'S REPORT
November/December 2021**

AUTOMATION:

Carlos performed regularly scheduled maintenance and updates. He was also able to upgrade an older server.

BUILDING MAINTENANCE:

Ron Cutshall completed the replacement of missing and damaged ceiling tiles and repaired more broken electrical outlets. He hung the exterior holiday decorations. Additionally, he was able to repair the broken blinds in the large meeting room. He continues to hang pictures and signs up throughout the library.

PERSONNEL:

- All staff completed the State of Illinois 2021 Sexual Harassment Prevention Training, Bloodborne Pathogens Training. We also attended the annual ATLAS Multi-Library Staff Day, "Compassion Fatigue" being the focus this year.

- We welcomed a new Circulation Clerk to our staff, Arewa. She continues to train in her position.

PROGRAMS:

In November and December, we offered one in-person Youth program with a total of **32** participants, **4** passive programs for kids, and **4** passive programs for adults. Our website had over **2,200** views and our Facebook reach was over **4,000**. Our busiest day of the week was **Monday** and we saw the most action during the **2 o'clock** hour. Our most popular checkouts were books from the Juvenile collection.

OTHER:

- I worked with NFP Illinois toward completion of the annual audit.
- The library submitted an application for the Live and Learn Grant offered through the Secretary of State. I also submitted the Per Capita Grant and completed the library's annual certification.

Meetings:

I attended the following:

- ATLAS on November 9 & December 3 and 16
- SLAM on November 11
- Kiwanis on November 23 & December 21
- SWAN Fireside Chat on November 30
- SWAN Quarterly on December 2

COMMITTEE REPORTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Stanton made a motion to release the March 18, 2021 Executive Session minutes. Trustee Perez seconded. Upon a roll call, motion carried.

Trustee Stanton motioned and Trustee Nyhanna seconded the motion to approve the proposed staff wages. Upon a roll call, motion carried.

Trustee Perez motioned and Trustee seconded the motion to pass Resolution 22-02: Resolution to Grant Employees Paid Time Off During State of Emergency. Upon a roll call, motion carried.

Trustee Perez motioned and Trustee Nyhanna seconded the motion to approve the Security Camera Policy. Upon voice vote, motion carried.

Trustee Nyhanna motioned and Trustee Stanton seconded the motion to approve the Confidentiality of Library Records Policy. Upon voice vote, motion carried.

Trustee Nyhanna motioned and Trustee Stanton seconded the motion to approve updates to the updated Personnel Policy. Upon a voice vote, motion carried.

Trustee Fiorenzo made a motion and Trustee Sherman seconded the motion to approve the Library closure dates as follows: February 21st (President's Day), May 30th (Memorial Day), July 4th (Independence Day), September 5th (Labor Day), November 24th (Thanksgiving), December 2nd (Staff In-Service), December 24th (Christmas Eve), December 25th

(Christmas Day), December 31st (New Year's Eve), January 1st, 2023 (New Year's Day) and January 16th, 2023 (Martin Luther King, Jr. Day) . Upon a voice call, motion carried.

The Audit for FY2020-2021 was presented by Alfredo Rodriguez, IL NFP Audit & Tax, LLP. Following a voice call, the Audit for FY2020-2021 was accepted by the Board.

Trustee Nyhanna made a motion and Trustee Stanton seconded the motion to approve the annual contract for landscape and snow removal services with Max's Landscaping, pending proof of insurance. Upon a voice call, motion carried.

TRUSTEE DISCUSSION:

Trustees discussed the upcoming ILA Legislative Meet-ups.

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 8:56 pm.

Secretary's Signature