

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the January 19, 2023 Regular Meeting

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

ROLL CALL:

Present: Fiorenzo, Holecek-Sherman, Nyhanna, Stanton

Absent: Joyce

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Stanton made a motion, and Trustee Nyhanna seconded the motion to approve the minutes from the November 17, 2022 Levy Hearing as presented. Upon a voice vote, the motion passed.

Trustee Nyhanna made a motion, and Trustee Stanton seconded the motion to approve the minutes from the November 17, 2022 Regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

Holiday cards sent to the library were shared with the board.

FINANCIAL REPORT:

Trustee Stanton made a motion and Trustee Nyhanna seconded that the Board approve the December 2022 Claims list for \$6,593.43, the petty cash for \$533.94, the debit card for \$3,393.18 and the IMRF for \$1,1668.12, (Library = \$980.67 and Employee = \$687.45). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Nyhanna, Stanton

Nays: 0

Trustee Stanton made a motion and Trustee Nyhanna seconded that the Board approve the January 2023 Claims list for \$6,113.55, the petty cash for \$0.00, the debit card for \$6,430.85 and the IMRF for \$2,552.50 (Library = \$1,484.07 and Employee = \$1,038.43). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Nyhanna, Stanton

Nays: 0

LIBRARIAN REPORT:

LIBRARIAN'S REPORT
November/December 2022

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 a broken electrical fuse. He hung the exterior holiday decorations. He continues to hang pictures and signs up throughout the library.

PERSONNEL:

- Staff attended the annual ATLAS Multi-Library Staff Day, "Customer Service and Implicit Bias" being the focus this year.
- We welcomed an intern from Joliet Junior College to our staff, Beckie. She will be with us through April.

PROGRAMS:

In November and December, we offered **13** Youth programs with a total of **56** participants. We offered **9** Adult Programs with a total of **112** participants. 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 was awarded a grant through Will County and ARPA for new cabinetry and a new water fountain.

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 17, 2022 Executive Session minutes. Trustee Nyhanna seconded. Upon a roll call, motion carried.

Trustee Nyhanna made a motion and Trustee Stanton seconded the motion to approve the Library closure dates as follows: February 20th (President's Day), May 29th (Memorial Day), July 4th (Independence Day), September 4th (Labor Day), November 23rd (Thanksgiving), December 1st (Staff In-Service), December 24th (Christmas Eve), December 25th (Christmas Day), December 31st (New Year's Eve), January 1st, 2024 (New Year's Day) and January 15th, 2024 (Martin Luther King, Jr. Day). Upon a voice call, motion carried.

Trustee Stanton made a motion to appoint Andrea Holecek-Sherman as Board President and Trustee Nyhanna seconded. Upon a voice call, motion carried.

Trustee Nyhanna made a motion to form a Decennial Committee on Local Government Efficiency and Trustee Stanton seconded. Upon a voice call, motion carried.

Trustee Nyhanna made a motion and Trustee Fiorenzo seconded the motion to update the Personnel Policy—*action item*.

Trustees agreed Director would pursue quotes for repairing and repaving the parking lot.

TRUSTEE DISCUSSION:

None.

ADJOURNMENT:

Trustee Stanton made a motion and Trustee Nyhanna seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:02 pm.

Secretary's Signature