

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the April 20, 2023 Regular Meeting

Vice President Holecek-Sherman called the meeting to order at 7:05 PM.

ROLL CALL:

Present: Fiorenzo, Holecek-Sherman, Nyhanna, Stanton

Absent: Joyce

Also Present: Jennifer Cutshall, Library Director; Winona Johnson, Trustee-Elect

PUBLIC COMMENTS:

None

MINUTES:

Trustee Stanton made a motion, and Trustee Nyhanna seconded the motion to approve the minutes from the March 16, 2023 regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

None.

FINANCIAL REPORT:

Trustee Stanton made a motion and Trustee Nyhanna seconded that the Board approve the March 2023 Claims list for \$13,484.07, the petty cash for \$831.69, the debit card for \$2,731.76 and the IMRF for \$2,119.82 (Library = \$1,333.70 and Employee = \$729.34). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Nyhanna, Stanton

Nays: 0

LIBRARIAN'S REPORT:

LIBRARIAN'S REPORT
March 2023

AUTOMATION:

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

BUILDING MAINTENANCE:

We continue to organize the Marie Room and I anticipate being able to offer the room to the public again. Ron Cutshall has been hanging pictures and signs up throughout the library. He has also repaired more furniture and library shelving. Also, I am continuing to work on the bid to repave and repair our parking lot.

PERSONNEL:

None

PROGRAMS:

In February, we offered **7** Youth programs with a total of **12** participants, and **3** passive programs for adults with a total of **40** participants. Our website had over **1,400** views and our Facebook reach was over **3,710**. We circulated **1,784** items, books being the most popular. Our busiest day of the week was **Wednesday** and we saw the most action during the **4 o'clock** hour. Our most popular checkouts were books from the Juvenile collection.

MEETINGS:

I attended the following:

- ATLAS on March 1 & 5
- ATLAS Retreat March 24-26
- SWAN on March 2
- Pancake Breakfast on March 5
- SLAM on March 9
- Kiwanis on March 14 & 28

COMMITTEE REPORTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustees reviewed the FOIA fact sheet and Hours of Operation and Days of Closure.

TRUSTEE DISCUSSION:

Trustees discussed making arrangements for upcoming committee meetings.

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 8:01 PM.

Secretary's Signature