

**Steger-South Chicago Heights Public Library**  
**Board of Trustees**  
Minutes of the July 25, 2024 Regular Meeting

President Andrea Holecek-Sherman called the meeting to order at 7:05pm.

**ROLL CALL:**

Present: Janet Fiorenzo, Andrea Holecek-Sherman, Winona Johnson, Sandra Joyce, Laura Munoz, Tashara Rule

Absent: Lisa Stanton

Also Present: Jessica Rodrigues, Director

**PUBLIC COMMENTS:**

None

**MINUTES:**

Trustee Rule made a motion and Trustee Joyce seconded the motion to approve the minutes from the June 27<sup>th</sup>, 2024 Regular Meeting as presented. Upon a voice vote, the motion passed.

**FINANCIAL REPORT:**

Trustee Joyce made a motion and Trustee Johnson seconded that the Board approve the July 2024 Claims list for \$11,949.31, the petty cash for \$2,028.26, the credit card for \$7,277.51, and the IMRF for \$1,892.86 (Library = \$1,294.02 and Employee = \$598.84). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Johnson, Joyce, Munoz, Rule

Nays: 0

**LIBRARIAN'S REPORT:**

**Automation**

- Carlos Martinez performed routine maintenance and updates on our staff and patron computers.
- Sal Rocha updated our website and social media.

**Building Maintenance**

- Corey with Coverall Cleaning Service performed a deep clean of various areas of the library, a project that will continue through the summer.

**Personnel**

- Sal Rocha, Shay Redden, and I completed Illinois notary training and have applied for notary commissions.

### **Programs**

- Summer Reading continues until the first week of August. This summer, each item checked out earned patrons an entry into a prize drawing for three different gift baskets for kids and two gift cards for adults. The program has been popular.
- Our summer film series, Heroes and Hooligans, has drawn steady crowds, and our Dungeons and Dragons program has drawn in new faces to the library.
- IncredibleBats put on an extraordinary show on July 22<sup>nd</sup> with exotic animals from all around the world, many of which attendees were able to see up close and even touch.

### **Meetings**

I attended:

- A cookout with leadership from SD 194 and the Village of Steger, which I attended with Shay on 7/11.
- Directors University meetings on emergency preparedness (7/11), strategic planning (7/15), records retention (7/22), and library policies (7/25).
- ILA Small and Rural Libraries Forum meetup on disability services on 7/18 and a ILA SARL Board Meeting on 7/23.

I will be away at Directors University in Bloomington-Normal the week of July 28<sup>th</sup>. Shay and Sal are aware of how to access the emergency preparedness binder and all staff members have my cell phone number.

*Respectfully submitted,*  
Jessica Rodrigues

### **COMMITTEE REPORTS:**

None

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

Board President Andrea Holecek-Sherman appointed Laura Munoz as Treasurer and Tashara Rule as Vice President.

Trustees reviewed the Investment of Public Funds Policy.

Trustees reviewed the Division of Responsibility between Board and Librarian.

Trustees reviewed the Trustee By-Laws. Trustee Rule motioned to table the discussion to amend for next month. Trustee Joyce seconded. The motion carried upon voice vote.

**TRUSTEE DISCUSSION:**

Secretary Fiorenzo enjoyed the Happy Birthday Smokey program and the Animals Around the World program and noted both were well attended and well received by attendees.

Trustee Joyce recommended the library offer fire safety programming during Fire Prevention Week in October.

**EXECUTIVE SESSION:**

Secretary Fiorenzo requested to enter Executive Session at 7:46pm for the purposes of discipline, performance, compensation, hiring/firing of specific employees. Trustees reentered open session at 8:30pm.

**ADJOURNMENT:**

Trustee Rule made a motion and Trustee Munoz seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:36pm.