

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the March 16, 2023 Regular Meeting

President Holecek-Sherman called the meeting to order at 7:09 PM.

ROLL CALL:

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

Absent: Perez, Thurmond

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Nyhanna made a motion, and Trustee Stanton seconded the motion to approve the minutes from the January 20, 2022 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 February 2022 Claims list for \$17,466.04, the petty cash for \$469.13, the debit card for \$2,704.88 and the IMRF for \$1,797.27 (Library = \$1,084.16 and Employee = \$713.11). Upon a roll call vote the motion passed.

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

Nays: 0

Trustee Holecek-Sherman made a motion and Trustee Stanton seconded that the Board approve the March 2022 Claims list for \$7,391.11, the petty cash for \$0.00, the debit card for \$3,643.53 and the IMRF for \$1,848.89 (Library = \$1,118.89 and Employee = \$730.00). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Nyhanna, Stanton

Nays: Joyce

LIBRARIAN REPORT:

LIBRARIAN'S REPORT
February 2022

AUTOMATION:

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

BUILDING MAINTENANCE:

We received a large number of high quality directional signs free from another RAILS library, as well as a large quantity of office supplies and furniture from Illinois Partners for Hope. Ron Cutshall continues to hang pictures and signs up throughout the library. He has also repaired furniture and library shelving.

PERSONNEL:

None.

PROGRAMS:

In January, we offered 3 Youth programs with a total of **23** participants, and **2** passive programs for adults with a total of **20** participants. Our website had over **1,170** views and our Facebook reach was over **2,009**. We circulated **1,456** items, books being the most popular. 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:

- The State Library shared updated population data for our District (see attached).
- Next tax season (2023), AARP will be offering free tax preparation by appointment at our library.

- We have moved forward with the Secretary of State in our effort to become a sales point for Vehicle Stickers.

MEETINGS:

I attended the following:

- SWAN on January 10
- Kiwanis on January 25
- SLAM on January 13
- ATLAS on January 19
- RAILS on January 19
- Zone on January 21

COMMITTEE REPORTS:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Stanton motioned and Trustee Nyhanna seconded to pass the Resolution 22-02 to transfer the Steger-South Chicago Heights Public Library District General Fund Surplus to Special Revenue Funds. Following a roll call vote, the motion passed.

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

Nays: 0

Trustee Stanton made a motion and Trustee Joyce seconded to approve the Old Plank Trail Checking Account creation for Secretary of State services. Following a roll call vote, the motion passed.

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

Nays: 0

Trustee Nyhanna made a motion and Trustee Joyce seconded to go into Closed Session at 8:39 PM in accordance with 5 ILCS 120/2 (c) to discuss the Director's Annual Evaluation. Upon a voice call, the motion passed.

Trustee Nyhanna made a motion and Trustee Joyce seconded to go back into Open Session at 8:30 PM. Upon a voice call, motion carried.

Trustee Nyhanna made a motion and Trustee Joyce seconded to increase the Director's annual salary to \$55,000, retroactive to December 17, 2021. Following a roll call vote, the motion passed.

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

Nays: 0

TRUSTEE DISCUSSION:

Trustees discussed the state of the library's parking lot and ComEd's regular use of the lot. Trustees also discussed Statement of Economic Interests Forms.

ADJOURNMENT:

Trustee Fiorenzo made a motion and Trustee Nyhanna seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 9:00 PM.

Secretary's Signature