

Steger-South Chicago Heights Public Library  
Board of Trustees,  
Minutes of the February 15, 2024 Regular Meeting

President Holecek-Sherman called the meeting to order at 7:06 PM.

**ROLL CALL:**

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

Absent: 0

Also Present: Jennifer Cutshall, Library Director

**PUBLIC COMMENTS:**

None

**MINUTES:**

Trustee Stanton made a motion, and Trustee Johnson seconded the motion to approve the minutes from the January 19, 2024 regular meeting as presented. Upon a voice vote, the motion passed.

**CORRESPONDENCE:**

None

**FINANCIAL REPORT:**

Trustee Rule made a motion and Trustee Nyhanna seconded that the Board approve the February 202 Claims list for \$17,463.72, the petty cash for \$656.83, the debit card for \$4,261.50 and the IMRF for \$1,939.87 (Library = \$1,182.28 and Employee = \$757.72). Upon a roll call vote the motion passed.

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

Nays: 0

**LIBRARIAN REPORT:**

**LIBRARIAN'S REPORT**  
**January 2024**

**AUTOMATION:**

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

**BUILDING MAINTENANCE:**

- Ron Cutshall removed our holiday decorations and repaired two bathroom doors.
- John Engstrom, of E2 Creative, repaired and painted the North interior wall.
- Three new exterior security cameras were installed by VST.
- TTS Granite took measurements in the Marie Room.

**PERSONNEL:**

Laura Munoz resigned from her position as Head of Patron Services.

**PROGRAMS:**

In January, we offered **5** Youth programs with a total of **41** participants. **1,882** of our items were circulated, books being the most popular. We offered **6** Adult Programs with a total of **55** participants, Leslie Goddard: Julia Child being our most popular. Our website had over **2,200** views and our Facebook reach was over **4,000**. Our busiest day of the week was **Wednesday** and we saw the most action during the **1 o'clock** hour.

**OTHER:**

- I worked with TTS Granite toward completion of the Marie Room project.
- Our 2023 Per Capita Award Grant was submitted.

Meetings:

I attended the following:

- ATLAS on January 17th
- SLAM on January 10
- Kiwanis on January 9 & 23
- Zone on January 18

**COMMITTEE REPORTS:**

None.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Trustee Stanton made a motion and Trustee Nyhanna seconded to approve the revisions to the Personnel Policy as presented. Upon a voice vote, motion passed.

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

Nays: 0

Trustee Nyhanna made a motion and Trustee Stanton seconded to go into Closed Session at 7:38 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 Stanton seconded to go back into Open Session at 7:58 PM. Upon a voice call, motion carried.

Trustee Rule made a motion and Trustee Johnson seconded to increase the Director's annual salary to \$70,000, retroactive to December 17, 2023. Following a roll call vote, the motion passed.

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

Nays: 0

**TRUSTEE DISCUSSION:**

None.

**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 8:32 PM.

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Secretary's Signature