

Steger-South Chicago Heights Public Library
Board of Trustees
Minutes of the June 27, 2024 Regular Meeting

President Andrea Holecek-Sherman called the meeting to order at 7:02pm.

ROLL CALL:

Present: Andrea Holecek-Sherman, Winona Johnson, Sandra Joyce, Tashara Rule

Absent: Janet Fiorenzo and Lisa Stanton

Also Present: Jessica Rodrigues, Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Johnson made a motion and Trustee Rule seconded the motion to approve the minutes from the May 16, 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 June 2024 Claims list for \$13,919.17, the petty cash for \$574.67, the credit card for \$9,525.48, and the IMRF for \$3,827.90 (Library = \$2,205.74 and Employee = \$1,622.16). Upon a roll call vote the motion passed.

Ayes: Holecek-Sherman, Johnson, Joyce, Rule

Nays: 0

LIBRARIAN'S REPORT:

Automation

- Carlos Martinez performed routine maintenance and updates on our staff and patron computers and replaced two fans on the server.
- Sal Rocha updated our website and social media.
- Comcast performed routine maintenance and transferred over our phone service from AT&T following a sharp rate increase by AT&T.

Building Maintenance

- Greg Damiani performed electrical work on the outlets near the laptops, replacing an outlet that sparked when in use.
- Merts performed routine maintenance on the roof HVAC system.
- Pat Gavin replaced a pipe leading to the water fountain in preparation for the installation of our contactless water bottle filling station and water filter by Henry Rodrigues. As this provides filtered water, I have canceled our water delivery service.

- Preferred Window and Door installed the automatic openers to the front entry doors and repaired Door #2 (the emergency exit in youth services which did not open.)

Personnel

- Sal Rocha was promoted to Outreach Coordinator, a full time position. He will oversee programming and marketing.
- Shay Redden is currently taking a children's library services course and is taking over maintaining the children's collection.
- I completed FOIA and OMA training this month and am the new library FOIA officer.

Library Programs

Summer Reading began on June 17th. Our patrons have loved our film series, art programs, and our Happy Birthday Smokey program on June 22nd. We have some very exciting programs coming up this summer, including a visit from a sloth and fennec fox!

Meetings & Trainings I Attended

- Small and Rural Libraries Forum on May 2nd & June 6th
- Reaching Forward North Conference on May 10th, where I presented at two sessions.
- ATLAS Trustee Training May 18th
- I met with representatives from the Cook County Department of Environment and Sustainability on May 22nd to learn more about the free electric vehicle charging station program we are qualified for, and they did a site visit to determine the best placement of the station. We will hear more from them soon regarding possibly moving forward with the project.
- RAILS Member Meetup June 6th
- ILA Reaching Forward Committee Meeting June 7th
- Kiwanis June 11th
- SLAM June 13th
- I registered to attend Directors University in July and was chosen to speak at the Association for Rural and Small Libraries Conference in September in Springfield, MA.

Grants

- I applied for and received a nonprofit grant from Microsoft, which will replace our paid Google Workspace subscription and save us about \$80 a month.
- We were approached by AgeOptions to receive a \$5,000 grant towards senior programming. Sal and I are in the process of receiving this grant.
- We were selected by the Illinois Secretary of State to receive \$27,500 towards technology upgrades. I will be working with Carlos Martinez to identify our greatest needs in this area.

Respectfully submitted,
Jessica Rodrigues

COMMITTEE REPORTS:

None

OLD BUSINESS:

Trustee Rule made a motion and President-Holecek Sherman seconded to purchase the scan and fax station from TBS at \$8,900 using a portion of the funds received in the technology grant. The motion passed following a roll call vote.

Director Rodrigues and President Holecek-Sherman met to compose and send a letter to ComEd requesting reimbursement for the costs of parking lot repair.

NEW BUSINESS:

One application was received regarding the trustee vacancy. Trustee Joyce made a motion and Trustee Rule seconded to appoint Laura Munoz of South Chicago Heights to fill the vacancy created by Joy Nyhanna's resignation. Upon a roll call vote, the motion carried. Ms. Munoz will be sworn in and assume her role at the regularly scheduled July 2024 meeting.

Director Rodrigues discussed an opportunity from Cook County to receive a free electric vehicle charging station and will provide more information as it becomes available.

Trustees reviewed the current Personnel Policy and proposed amendments.

Trustees reviewed the proposed Budget and Appropriation Ordinance.

Trustees reviewed the proposed Public Use of Library Phones Policy. Trustee Joyce made a motion and Trustee Rule seconded to adopt the policy, which carried on a voice vote.

Trustees reviewed the proposed Ordinance to Levy and Assess a Tax for Building and Maintenance Purposes. Trustee Joyce made a motion and Trustee Rule seconded to pass the ordinance. Upon a roll call vote, the motion carried.

Trustees reviewed the proposed Ordinance of the Steger-South Chicago Heights Public Library District of Cook and Will Counties Setting Meeting Times and Dates. Trustee Johnson made a motion and Trustee Joyce seconded to pass the ordinance. Upon a roll call vote, the motion carried.

Trustees reviewed the Authorization of Non-Resident Cards Ordinance. Trustee Joyce made a motion and Trustee Rule seconded to pass the ordinance. Upon a roll call vote, the motion carried.

ADJOURNMENT:

Trustee Joyce made a motion and Trustee Rule seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:37pm.