

**Steger-South Chicago Heights Public Library**  
**Board of Trustees**  
Minutes of the August 22, 2024 Regular Meeting

President Andrea Holecek-Sherman called the meeting to order at 7:13pm.

**ROLL CALL:**

Present: Janet Fiorenzo, Andrea Holecek-Sherman, Sandra Joyce, Lisa Stanton

Absent: Winona Johnson, Laura Munoz, Tashara Rule

Also Present: Jessica Rodrigues, Director

**PUBLIC COMMENTS:**

None

**CORRESPONDANCE:**

The library received a proposed contract from Cook County regarding the possibility of installing an electric vehicle charging station. Library staff will continue to research the feasibility of hosting a station at the library and discuss with the board at the September meeting.

**MINUTES:**

Trustee Joyce made a motion and Secretary Fiorenzo seconded the motion to approve the minutes from the July 25th, 2024 Regular Meeting as presented. Upon a voice vote, the motion passed.

**FINANCIAL REPORT:**

Trustee Joyce made a motion and Trustee Stanton seconded that the Board approve the August 2024 Claims list for \$18,108.15, the petty cash for \$590.14, the credit card for \$5,431.76, and the IMRF for \$1,908.09 (Library = \$1,304.71 and Employee = \$603.38). Upon a roll call vote the motion passed.

Ayes: Joyce, Stanton, Fiorenzo, Sherman

Nays: 0

**LIBRARIAN'S REPORT**

August 2024

**Automation**

- Carlos performed routine maintenance and updates on our staff and patron computers and repaired a fan on our server.
- Sal updated our website and social media.

- We received our Illinois Secretary of State Technology Grant funds and I have ordered new staff computers based on the specifications Carlos provided, which should arrive by the end of August. These were our first priority, as some staff computers had become so slow it was impeding their work. Once these are up and running, we will replace the patron computers.

### **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.
- Henry repaired the flushometer in one of the public bathrooms and assembled a new chair for the front desk.
- Preferred Window and Door came for an emergency work order to repair one of the front doors which would not lock.

### **Personnel**

- Sal, Shay, and I have received our notary commissions.
- Betty, Shay, and I carpoled into the city on August 17<sup>th</sup> to see an art exhibition at the Women Made Gallery featuring our own Sarah Weiner, a Library Assistant here at the library who leads our art programs for all ages. We are very proud to have such talent on our staff!
- Ashleigh, a seasonal Library Assistant here at the library, has returned to college for the school year and will return for winter break.
- As part of our new partnership with the University of Illinois School of Social Work, we will begin hosting Ana, a social worker intern, for fifteen hours a week starting next week. She will help connect patrons with local resources, help them navigate e-government websites to find benefits, and partner with us to find outreach opportunities to reach patrons who are not yet using the library. She will not replace any staff hours.

### **Programs**

- Our Spice of the Month and Take & Make Craft giveaways have been very popular at the front desk.
- Our program attendance has been steadily growing and we are bringing in new families.
- Three of our bilingual staff members, Martha, Sarah, and Victor, took turns attending the SD 194 in-person registration days to promote the library and issue library cards. Dozens were issued!

### **Meetings**

I attended:

- € Directors University in Normal, Illinois from July 29<sup>th</sup> to August 1<sup>st</sup>. It was an intensive boot camp of what you need to know as a director, including HR, library and employment law, insurance, building maintenance, finance, and more. I had the opportunity to have one-on-one time with many professionals and experts to answer questions and provide advice.
- € A meeting with the new superintendent of SD 194, Dr. McConnell on August 14th. We brainstormed ways the library and the school district can work together to support students and will remain in contact.
- € A meeting of the ILA Reaching Forward Committee on August 15<sup>th</sup>, where we began planning for the annual conference.

- € The LIMRICC fall meeting on August 20<sup>th</sup> to keep up to date with changes to the insurance offered through our LIMRICC membership.
- € I have a meeting scheduled August 30<sup>th</sup> with Dan Eallanardo, a highly recommended library construction consultant, to discuss developing a long-term capital improvement plan. This will help us estimate the costs and timeline of future expensive building maintenance needs and give us guidance moving forward as I apply for grants to improve the building.

*Respectfully submitted,*  
Jessica Rodrigues

### **COMMITTEE REPORTS:**

None

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

Director Rodrigues presented the FY 2024-2025 budget and highlighted changes.

Trustee Stanton made a motion and Secretary Fiorenzo seconded to adopt Ordinance 24-06: Ordinance Providing for Budget and Appropriation of Steger-South Chicago Heights Public Library District, Cook and Will Counties, Illinois for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025. The motion passed on a roll call vote.

AYES: Stanton, Fiorenzo, Joyce, Sherman

NAYS: None

ABSTENTIONS: None

Trustee Stanton made a motion and Secretary Fiorenzo seconded to adopt Ordinance 24-07: Ordinance for Estimate of Revenues for Fiscal Year 2024-2025. The motion passed on a roll call vote.

AYES: Stanton, Fiorenzo, Joyce, Sherman

NAYS: None

ABSTENTIONS: None

Trustee Stanton made a motion and Trustee Joyce seconded to adopt Ordinance 24-08: Ordinance for the Treasurer's Report for Fiscal Year 2023-2024. The motion passed on a roll call vote.

AYES: Stanton, Fiorenzo, Joyce, Sherman

NAYS: None

ABSTENTIONS: None

Trustee Joyce made a motion and Trustee Stanton seconded to adopt the revised Board of Trustees Bylaws. The motion passed.

AYES: Stanton, Fiorenzo, Joyce, Sherman

NAYS: None

ABSTENTIONS: None

Trustee Stanton made a motion and Secretary Fiorenzo seconded to table the trustee committee assignments to the September 2024 meeting. The motion carried on a voice vote.

### **TRUSTEE DISCUSSION:**

President Sherman stated she was very happy with the library's current financial state.

Secretary Fiorenzo asked Director Rodrigues to contact ComEd again to followup with the letter send in June.

Secretary Fiorenzo spoke with a SD 194 trustee who is planning to contact the library about partnering on movie events in the fall.

Secretary Fiorenzo spoke with the Steger Public Works department to follow up on a request to cut down the large weeds on the south side of the parking lot.

Secretary Fiorenzo reported that the Friends of the Library will meet on September 9<sup>th</sup>. Trustees questioned whether they could attend or if it would violate the Open Meetings Act if more than two attended. Director Rodrigues agreed to contact the attorney for guidance and report back to trustees.

Secretary Fiorenzo approached Steger Mayor Peterson regarding the possibility of securing TIF funds to replace the library sign. Trustees debated the value of replacing the current sign or installing a sign on Chicago Road where there is more traffic.

### **ADJOURNMENT:**

Trustee Stanton made a motion and Trustee Joyce seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:14pm.