

Steger-South Chicago Heights Public Library District
Board of Trustees
Minutes of the September 15, 2022 Regular Meeting

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

ROLL CALL:

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

Absent: Thurmond

Also Present: Jennifer Cutshall, Library Director

PUBLIC COMMENTS:

None

MINUTES:

Trustee Stanton made a motion and Trustee Perez seconded the motion to approve the minutes from the August 18, 2022 Regular meeting as presented. Upon a voice vote, the motion passed.

Trustee Nyhanna made a motion, and Trustee Stanton seconded the motion to approve the minutes from the August 18, 2022 Budget & Appropriations meeting. Upon a voice vote, the motion passed.

CORRESPONDENCE:

None.

FINANCIAL REPORT:

Trustee Joyce made a motion and Trustee Nyhanna seconded that the Board approve the September 2022 Claims list for \$9,282.56, the Petty Cash for \$125.37, the Debit Card for \$4,518.78 and the IMRF for \$1,919.17 (Library = \$1,153.98 and Employee = \$765.19). Upon a roll call vote the motion passed.

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

Nays: 0

Absent: Thurmond

LIBRARIAN REPORT:

**LIBRARIAN'S REPORT
August 2022**

AUTOMATION:

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

BUILDING MAINTENANCE:

Ron Cutshall made minor repairs and improvements. Quality Alarm performed their annual alarm inspection.

PERSONNEL:

None

PROGRAMS:

In August, we offered **2** Family programs with a total of **39** participants and **2** Youth programs. For Adults, we offered **2** passive programs with **74** participants total. Our website had **1,316** views and our Facebook reach was **4,560**. We circulated **2,124** items, books being the most popular. Our busiest day of the week was **Monday** and we saw the most action during the **3 o'clock** hour. Our most popular checkouts were books from the Adult collection.

OTHER:

- The dentist's office nearby is expanding the building and their staff will be using our lot during the construction period.
- I completed and submitted the annual IPLAR report.

- The library partnered with Old Plank Trail to distribute promotional materials during September to promote Library Card Sign-Up Month.

MEETINGS:

I attended the following:

- Staff Breakfast
- Director's University August 2-4
- Kiwanis August 9 & 23
- SLAM on August 11
- Levy Webinar on August 25

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Stanton made a motion and Trustee Joyce seconded to close the library on Friday, December 2, 2022 for annual Staff In-Service Day. Upon a voice vote, the motion passed.

TRUSTEE DISCUSSION:

None.

ADJOURMENT:

Trustee Stanton made a motion and Trustee Perez seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 7:37 pm.

Secretary's Signature