

Steger-South Chicago Heights Public Library  
Board of Trustees,  
Minutes of the April 18, 2019 Regular Meeting

President Thurmond called the meeting to order at 7:06 pm.

**ROLL CALL:**

Present: Holocek-Sherman, Joyce, Lueling, Stroube, Thurmond

Absent: Stewart

Also Present: Jennifer Cutshall, Library Director; Trustee Fiorenzo arrived late

**PUBLIC COMMENTS:**

None.

**MINUTES:**

Trustee Stroube made a motion, and Trustee Thurmond seconded the motion to approve the minutes from the March 21, 2019 Regular Meeting as presented. Upon a voice vote, the motion passed.

**CORRESPONDENCE:**

None.

**FINANCIAL REPORT:**

Trustee Holocek-Sherman made a motion and Trustee Stroube seconded that the Board approve the April 2019 Claims list for \$11,837.04, the petty cash for \$259.43, the debit card for \$3,572.11 and the IMRF for \$1,456.87 (Library = \$999.70 and Employee = \$457.17). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holocek-Sherman, Joyce, Lueling, Stroube, Thurmond

Nays: 0

**LIBRARIAN REPORT:**

**LIBRARIAN'S REPORT**

**March 2019**

**AUTOMATION:**

Carlos came in and did the regularly scheduled maintenance and updates.

**BUILDING MAINTENANCE:**

Aleck Plumbing did the annual maintenance on the Backflow device.

**PROGRAMS:**

March Programs

We had 3 Adult Programs, with 26 people attending them. The most popular program was Breakfast Bingo which had 15 people attend! There were also 10 people at this month's Craft Night Out, which featured DIY Command Centers.

We had 4 Family Programs, with 66 people attending them. The most popular program was Fun with Chemistry, presented in collaboration with

We had 4 Teen programs, with 18 people attending them. Our most popular program was Adulting 101. We also had 11 volunteers for the month.

We had 7 Children's programs with 141 people attending them. Our most popular children's event was the Homeschool STEAM program, which had 30 people in attendance.

**OTHER:**

I met with the lawyers from HR Source on March 4<sup>th</sup>, attended the ATLAS retreat (summary attached) from March 8<sup>th</sup>-10<sup>th</sup>, the Friends meeting March 11<sup>th</sup>, the Kiwanis meeting on March 12<sup>th</sup>, and the Meet & Greet on March 20<sup>th</sup>.

I also met with Bob Manchak of Security Electronics, who gave us an estimate for the installment of a new camera system (attached). Unfortunately, we will not be able to make any changes until next June, at the earliest, because our current contract with Stanley Security does not expire until then and we are required to cancel the annual automatic renewal more than 60 days in advance (April 2020).

I preregistered Laura and myself for this year's Association of Rural and Small Libraries conference being held in Burlington, Vermont (we will be sharing a hotel room). As members, we qualified for the discounted Early Bird rates, and the very popular event usually sells out within the first few days of being offered. Jamie has attended each year and especially recommends this conference programming as having been highly applicable to libraries of our size, in particular. We are very much looking forward.

**COMMITTEE REPORTS:**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

It was decided to postpone the discussion of Policy Manual review and Committee member lists until the April meeting.

**TRUSTEE DISCUSSION:**

None.

**ADJOURNMENT:**

Trustee Joyce made a motion and Trustee Thurmond seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:00 pm.

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Secretary's Signature