

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the January 16, 2020 Regular Meeting

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

ROLL CALL:

Present: Fiorenzo*, Holecek-Sherman, Joyce, Lueling, Stewart, Thurmond

Absent: Stroube

Also Present: Jennifer Cutshall, Library Director; Brett Moeller, O'Neill & Gaspardo Consultants and Certified Public Accountants

*Trustee Fiorenzo arrived at 7:47 pm

PUBLIC COMMENTS:

None

MINUTES:

Trustee Holecek-Sherman made a motion, and Trustee Lueling seconded the motion to approve the minutes from the November 21, 2019 Levy Hearing as presented. Upon a voice vote, the motion passed.

Trustee Stewart made a motion, and Trustee Holecek-Sherman seconded the motion to approve the minutes from the November 21, 2019 Regular meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

None

FINANCIAL REPORT:

Trustee Holecek-Sherman made a motion and Trustee Stewart seconded that the Board approve the December 2019 Claims list for \$10,807.97, the petty cash for \$863.44, the debit card for \$3,228.55 and the IMRF for \$1,146.58 (Library = \$786.78 and Employee = \$359.80). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Lueling, Stewart, Thurmond

Nays: 0

Trustee Holecek-Sherman made a motion and Trustee Joyce seconded that the Board approve the January 2020 Claims list for \$16,160.93, the petty cash for \$1,302.63, the debit card for \$3,714.93 and the IMRF for \$1,146.58 (Library = \$786.78 and Employee = \$359.80). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Lueling, Stewart, Thurmond

Nays: 0

LIBRARIAN'S REPORT:

LIBRARIAN'S REPORT
November/December 2019

AUTOMATION:

Carlos performed regularly scheduled maintenance and updates.

BUILDING MAINTENANCE:

There is a small leak on the roof of the shed. Terry is aware and taking steps to repair.

I am in the process of gathering data for a 2020 Illinois State Library grant that would provide financial assistance toward updating the library building. So far, my focus has been on replacing our carpeting, painting our walls, and adding functional storage.

PERSONNEL:

Staff attended the ATLAS sponsored Annual Multi-Library Staff Day on Friday, December 6, 2019. The title of the presentation was "What Turns 'Space' into 'Place'" with guest speaker Kelly Krieg-Sigman.

She spoke about maximizing the library's role in the community and explored what all library staff must do to turn their library's space into a place. Ms. Krieg-Sigman also emphasized how a public library can create social value in a community by facilitating a "shared understanding of what's important." Following this presentation, we discussed some of the suggested changes we could implement at our library, including adding fresh flowers to our front desk space, keeping all staff aware of library news so as to better answer patron questions, and how to better arrange our furniture for patron comfort.

NOVEMBER PROGRAMS:

We had 9 Children and Teen Programs, with 91 people attending them. The most popular program was Little Readers Storytime with 12 participants.

We had 5 Adult Programs, with 43 people attending them. Breakfast Bingo and Craft Night Out were tied for highest participation, with 15 patrons each.

We had 4 Family Programs, with 147 people in attendance. Most popular was T-Rexplorers, with 85 participants.

DECEMBER PROGRAMS:

We had 9 Children and Teen Programs, with 72 people attending them. The most popular program was Homeschool STEAM with 30 participants.

We had 5 Adult Programs, with 173 people attending them. Cut the Cable was our most popular program, with 21 attendees.

We had 3 Family Programs, with 142 people in attendance. Most popular was our Holiday Ornament program, with over 100 participants.

OTHER:

I worked regularly with O'Neill & Gaspardo toward completion of the annual audit.

Meetings:

I attended the following:

- Zone 5 meeting on November 15
- ATLAS Staff Inservice on December 6
- Friends meeting on December 9

COMMITTEE REPORTS:

A Policy Committee meeting was scheduled for February 6 at 1:00 pm and another for February 20 at 1:00 pm.

OLD BUSINESS:

None

NEW BUSINESS:

The Audit for FY2018-2019 was presented by Brett Moeller from O'Neill and Gaspardo. After going through the report and the suggestions for improvement, the Board discussed how to implement some of the suggestions moving forward. Following a voice call, the Audit for FY2018-2019 was accepted by the Board.

Trustee Luering made a motion and Trustee Stroube seconded the motion to approve the Library closure dates as presented. The dates are May 25th (Memorial Day), July 4th (Independence Day), September 7th (Labor Day), November 28th (Thanksgiving), December 6th (Staff In-Service), December 24th (Christmas Eve), December 25th (Christmas Day), December 31st (New Year's Eve) and January 1, 2021 (New Year's Day). Upon a voice call, motion carried.

Trustee Holecsek-Sherman motioned and Trustee Luering seconded to go into Closed Session in accordance with 5 ILCS 120/2(c) at 8:07 pm. Upon a voice vote, motion passed.

Trustee Leuring motioned and Trustee Joyce seconded to reenter Open Session at 9:08 pm. Upon a voice vote, motion passed.

TRUSTEE DISCUSSION:

Trustees discussed the upcoming ILA Legislative Meet-up on February 21, 2020 at the Tinley Park Library.

ADJOURNMENT:

Trustee Joyce made a motion and Trustee Holocek-Sherman seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 9:13 pm.

Secretary's Signature