

Steger-South Chicago Heights Public Library
Board of Trustees,
Minutes of the January 17, 2019 Regular Meeting

President Thurmond called the meeting to order at 7:03 pm

ROLL CALL:

Present: Fiorenzo*, Holecek-Sherman, Joyce, Luering*, Stewart, Stroube, Thurmond

Absent: None

Also Present: Jamie Paicely, former Library Director; Jennifer Cutshall, Library Director; Mike Dobrzynski and Amanda C., Dobrzynski Accounting; Brett Moeller, O'Neill & Gaspardo Consultants and Certified Public Accountants

*Trustee Luering arrived at 7:07, Trustee Fiorenzo arrived at 7:47 pm

PUBLIC COMMENTS:

None

MINUTES:

Trustee Holecek-Sherman made a motion, and Trustee Stroube seconded the motion to approve the minutes from the November 15, 2018 Levy Hearing as presented. Upon a voice vote, the motion passed.

Trustee Stroube made a motion, and Trustee Stewart seconded the motion to approve the minutes from the November 15, 2018 Regular meeting as presented. Upon a voice vote, the motion passed.

Trustee Joyce made a motion, and Trustee Stroube seconded the motion to approve the minutes from the December 10, 2018 Special meeting as presented. Upon a voice vote, the motion passed.

CORRESPONDENCE:

A "Thank You" card to library staff from the Friends was passed around for their hard work and help at the Bake Sale.

FINANCIAL REPORT:

Trustee Holecek-Sherman made a motion and Trustee Joyce seconded that the Board approve the December 2018 Claims list for \$13,905.27, the petty cash for \$584.53, the debit card for \$3,679.10 and the IMRF for \$2,040.97(Library = \$1,476.47 and Employee = \$564.50). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Luering, Stewart, Stroube, Thurmond

Nays: 0

Trustee Joyce made a motion and Trustee Holecek-Sherman seconded that the Board approve the January 2019 Claims list for \$14,712, the petty cash for \$262.23, the debit card for \$2,027.22 and the IMRF for \$2,993.60 (Library = \$2,165.62 and Employee = \$827.98). Upon a roll call vote the motion passed.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Luering, Stewart, Stroube, Thurmond

Nays: 0

LIBRARIAN REPORT:

**LIBRARIAN'S REPORT
NOVEMBER 2018**

AUTOMATION:

Carlos updated the computers. There was an issue with the scanning folders that he fixed and updated so they are available on both printers (the public and staff one).

BUILDING MAINTENANCE:

There was a leak in the ceiling in the Marie lafollo room. We have called a roofer to come look at it and assess the damage / work needed.

PERSONNEL:

Jamie Paicely's last day was November 30th. She will serve as interim until a replacement director is hired.

PROGRAMS:

November Programs

We had 7 Adult Programs, with 123 people attending them. For our Women's Health Wednesday series, we had a total of 68 participants!

We had 4 Teen programs, with 24 people attending them. Our most popular program was the Game night and Book Club, both with 8 participants.

We had 8 Children's programs with 145 children attending them. The most popular program was the insect petting zoo, which had 42 participants.

We had 4 Family programs with 117 people attending them. Our most popular program was the Homeschool STEAM program (48) as well as the Mobile Escape room (35).

DECEMBER 2018

AUTOMATION:

Nothing at this time.

BUILDING MAINTENANCE:

Sergio removed the decorations from the exterior of the library following the holiday. We received a quote of \$450 from a local painter we've used previously to paint the Director's office.

PERSONNEL:

Jennifer Cutshall began as Library Director on December 17!

PROGRAMS:

December Programs

We had 2 Adult Programs, with 14 people attending them. 8 patrons attended Craft Night Out. 55 books were read for the Winter Reading program. Additionally, we had 17 people bring in 111 gifts to wrap this holiday season.

We had 2 Teen programs, with 8 people attending them, in addition to a Volunteer Count of 14 this month.

We had 6 Children's programs, with 110 children attending them. The most popular program was the Craft & Santa visit, with 48 children participating.

We had 2 Family Programs with 25 people attending them. The most popular program was Family Bingo with 14 participants.

OTHER:

Meetings: Former director, Jamie Paicely, was kind enough to meet with me a number of times, and continues to guide and instruct me in this position.

ILA Legislative Meet-Up: The Illinois Library Association Legislative Meet-up has been scheduled for Friday, February 1 this year. It will be at Tinley Park Public Library and the Program will be from 8:30-10:00. (Doors open and breakfast from 7:45-8:30) Price is \$25 / person.

COMMITTEE REPORTS:

None.

OLD BUSINESS:

None

NEW BUSINESS:

Trustee Luering made a motion and Trustee Stewart seconded the motion to approve adding Jennifer Cutshall to bank accounts and remove Jamie Paicely. Upon a roll call, motion carried.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Luering, Stewart, Stroube, Thurmond

Nays: 0

Trustee Luering made a motion and Trustee Stroube seconded the motion to approve making Jennifer Cutshall the library's authorized IMRF agent. Upon a roll call, motion carried.

Ayes: Fiorenzo, Holecek-Sherman, Joyce, Luering, Stewart, Stroube, Thurmond

Nays: 0

Trustee Luering made a motion and Trustee Stroube seconded the motion to approve the Library closure dates as presented. The dates are May 27th (Memorial Day), July 4th (Independence Day), September 2nd (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, 2020 (New Year's Day). Upon a voice call, motion carried.

TRUSTEE DISCUSSION:

Hosting a Meet & Greet to introduce new director to the community was discussed, as well as the painting of the director's office. Trustee Luering noted District 194 hired their new superintendent, David Frusher.

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 8:08 pm.

Secretary's Signature