

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

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

**ROLL CALL:**

Present: Holecek-Sherman, Joyce, Stewart, Stroube, Thurmond

Absent: Luering

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

**PUBLIC COMMENTS:**

None

**MINUTES:**

Trustee Holecek-Sherman made a motion, and Trustee Stroube seconded the motion to approve the minutes from the June 20, 2019 Regular meeting as presented. Upon a voice vote, the motion passed. Trustee Stewart abstained.

**CORRESPONDENCE:**

None

**FINANCIAL REPORT:**

Trustee Holecek-Sherman made a motion and Trustee Stroube seconded that the Board approve the July 2019 Claims list for \$12,614.55, the debit card for \$2,479.16 and the IMRF for \$1,452.58 (Library = \$996.75 and Employee = \$455.83). Upon a roll call vote the motion passed.

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

Nays: 0

Absent: Luering

**LIBRARIAN REPORT:**

**LIBRARIAN'S REPORT**

**June 2019**

**AUTOMATION:**

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

**BUILDING MAINTENANCE:**

Terry Fiorenzo made repairs to the shed, including fixing up the corner that suffered damage from an automobile impact sometime last year, as well as temporarily painting over some graffiti. Amanda, who also painted the Director's office, will be repainting the shed in the same shade of purple sometime in the next few weeks.

I am in the process of obtaining bids to sealcoat the parking lot and hope to present these to the board for review at the August meeting.

MERTS performed routine annual maintenance, including a filter change on the A/C.

**PERSONNEL:**

Ted Cueller accepted a full-time position at University of Chicago and is no longer a full-time employee. Interviews for a new Marketing Associate are currently underway.

Cindi Gaz will be presenting an evening Pajama Storytime the first Wednesday of each month beginning in August.

**PROGRAMS:**

June Programs

We had 7 Adult Programs, with 59 people attending them. The most popular program was "Breakfast Bingo," which had 14 attendees.

We had 2 Teen programs, with 6 people attending them. PS4 O'Clock was the most popular program.

We had 11 Children's programs with 165 people attending them. Our most popular children's event was the Little Readers Storytime, which had 32 participants.

We had 6 Family Programs with 103 people in attendance, and our most popular was the Breakfast Social with 40 patrons participating.

**OTHER:**

Meetings: I attended 2 Kiwanis meetings, including judging the Little Miss Peanut contest, 1 Zone 5 meeting, and Director's University (see below).

Exhibit Case: L'il Thangz, a gallery of tiny handmade replicas of everyday objects, filled the case this month.

**DIRECTOR'S UNIVERSITY:**

Director's University was an invaluable experience for me. In addition to the wide range of lecture topics presented over the course of the five days I spent down in Springfield, I had to opportunity to meet and learn from other new Library Directors from across the state. Every moment of our time spent at the beautiful Illinois State Library building was accounted for and our days and evenings were just packed.

Presentations subjects varied, but all were relevant to my everyday work and the successful running of a public library. Director/Board Relations, Interviewing, Personnel Policies, Discipline and Discharge, Records Retention, Library Security, Strategic Planning, Library Policies, Budget/Finance, Library Law, FOIA and OMA, Emergency Preparedness, and Building and Maintenance were all covered in separate sessions.

**COMMITTEE REPORTS:**

None

**OLD BUSINESS:**

Trustee Stroube motioned and Trustee Holecek-Sherman seconded to go into Closed Session in accordance with 5 ILCS 120/2 (c) at 7:35 pm. Upon a voice vote, motion passed.

Trustee Stroube motioned and Trustee Holecek-Sherman seconded to end Closed Session at 8:42 pm. Upon a voice vote, motion carried.

**NEW BUSINESS:**

Trustee Holecek-Sherman made a motion and Trustee Stewart seconded the motion to pass Ordinance 19-05: List of Board Trustees for the Steger-South Chicago Heights Public Library District in office as of July 1, 2019. After a voice call, motion carried.

**TRUSTEE DISCUSSION:**

None

**ADJOURMENT:**

Trustee Stroube made a motion and Trustee Joyce seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:45 pm.

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Secretary's Signature