

Steger-South Chicago Heights Public Library  
Board of Trustees,  
Minutes of the May 19, 2016 Regular Meeting

President Thurmond called the meeting to order at 7:05 pm

**ROLL CALL:**

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

Absent: 0

Also Present: Jamie Paicely, Library Director

**MINUTES:**

Trustee Lueling made a motion, and Trustee Stroube seconded the motion to approve the minutes from the April 21, 2016 Regular meeting as presented. Upon a voice vote, the motion passed.

**CORRESPONDANCE:**

None

**FINANCIAL REPORT:**

Trustee Holecek-Sherman made a motion and Trustee Stroube seconded that the Board approve the May 2016 Claims list for \$20,107.05, the petty cash for \$664.88, the credit card for \$3,368.92 and the IMRF for \$3,258.54 (Library = \$2,527.90 and Employee = \$730.64). Upon a roll call vote the motion passed.

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

Nays: 0

Absent: 0

**LIBRARIAN REPORT:**

**April 2016**

**AUTOMATION:**

Carlos has installed new memory on all public and staff computers, making them quicker. He has also updated the Wi-Fi in the building, creating a public and a staff Wi-Fi network.

**BUILDING MAINTENANCE:**

Terry replaced lights throughout the building. Max's Lawn Maintenance has begun caring for the lawn.

**PERSONNEL:**

Nothing at this time

**PROGRAMS:**

We had 10 Adult Programs, with 170 people attending them. The most popular program was the Hide & Seek program with 67 tickets turned in this month! Followed by 27 at the Friday Knit & Visit and 16 at Cinema at the Center.

We had 5 Teen programs, with 44 people attending them. Our most popular program was the Make-Up 101 with 17 people attended that program, followed by the Grass heads program, with 10 attendees.

We had 11 Children's programs with 188 people attending them. Our most popular children's event was the Library Scavenger Hunt with 29 children participating, followed by the Morning Storytime, with 18 children coming for that. Jessica has also had Carlos set up a laptop for ABC Mouse specifically for in-house use. It was utilized 11 times in April with parents and their children under 6. Jess has also started the program "1000 books before Kindergarten" for our library. She is piloting the program with 5 families so far, to iron out any issues that may arise.

**OTHER:**

Meetings: I attended 2 ATLAS meeting, 1 SLAMM meeting, 1 Kiwanis meeting, and PLA in April.

Kindergarten Registration: We were able to send Jessica to both Steger's Kindergarten registration at Columbia Central on April 20<sup>th</sup> and to Grant Elementary Kindergarten Registration on April 29<sup>th</sup>. She took new card applications and information on upcoming programs for children.

Staff Newsletter: We will be starting a Staff Newsletter in July. There will be a section called "Get to Know" where we will be introducing a staff or board member each month. I have questionnaires for each of you to fill out and return at the June meeting.

ARSL in Fargo: ARSL is in Fargo, ND this year, on October 27<sup>th</sup> – 29<sup>th</sup>. I have booked everything for the conference and it came in under the expected costs!

<u>Expense</u>	<u>Expected</u>	<u>Actual</u>
Hotel	\$450.00	\$164.10
Airfare	\$400.00	\$304.20
Conference	<u>\$275.00</u>	<u>\$263.85</u>
Overall	~\$1000.00	\$732.15

**COMMITTEE REPORTS:**

A Finance Committee was set for Thursday, June 2<sup>nd</sup> at 10am.

**OLD BUSINESS:**

The Board discussed the Director’s Evaluation with the Director. There is a copy in her personnel file.

**NEW BUSINESS:**

The Board was given a copy of the Strategic Plan draft for 2017-2021. They are to review it and add any input they may have.

**TRUSTEE DISCUSSION:**

Trustee Lueling, Trustee Stewart and Trustee Thurmond commented on the Trustee Training they attended on Saturday, May 14<sup>th</sup>.

The Trustees watched “Short Takes for Trustees: Working With Friends” and discussed.

**ADJOURNMENT:**

Trustee Joyce made a motion and Trustee Stroube seconded to adjourn the meeting. Upon a voice vote the motion passed. The meeting was adjourned at 8:25 pm.

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Secretary’s Signature