

Palos Heights Public Library Board of Trustees

Meeting of May 21, 2020

Minutes

President Burek called the meeting to order at 7:01 PM. The meeting was conducted via Zoom video-conferencing.

The Secretary called the roll and the following Trustees were present: Bronson, Snow, Zubik, Jankowski, and Fear as well as President Burek. Absent: Trustee Foertsch, Trustee Georgis and Trustee McGovern.

Library Director, Jesse Blazek, and Library Business Manager Terry Fleckenstein were present. Public Services Librarian Matt Matkowski was also present to provide technical assistance.

Michael Del Valle, the auditor, was present in anticipation of presenting the audit report. With publication of the meeting notice, the Director had provided the public with the opportunity to make public comment via email: none had been sent.

The minutes of the meeting of February 20, 2019 were approved as read, on a motion by Trustee Zubik, seconded by Trustee Bronson.

The minutes of the Emergency Board meeting were approved as read on a motion by Trustee Snow and second by Trustee Jankowski.

The Treasurer was absent from the meeting. In his absence, Trustee Zubik presented the Treasurer's motions for multiple months, on account of the closure due to the CoVid19 virus pandemic.

Trustee Zubik moved to approve the additional General Fund bills for February 2020 for \$43, 550.67, Trustee Bronson seconded and, on a roll call vote, this motion carried.

Trustee Zubik moved to approve the General Fund bills for March 2020 for \$64,095.92. Trustee Bronson seconded and, on a roll call vote, this motion carried.

Trustee Zubik moved to approve the Special Reserves Fund bills for March 2020 for \$18,527.54, which Trustee Snow seconded. On a roll call vote, the motion carried.

Trustee Zubik moved to approve the Treasurer's Report for the month ending February 29, 2020 and Trustee Jankowski seconded the motion. On a roll call vote, the motion carried.

Trustee Zubik moved to approve the additional General Fund bills for March 2020 for \$45,628.44, and Trustee Bronson seconded the motion and, on a roll call vote, it carried.

Trustee Zubik moved to approve the Treasurer's report for the month ending March 31, 2020 and Trustee Fear seconded. On a roll call vote, the motion carried.

Trustee Zubik moved to approve the General Fund bills for April 2020 in the amount of \$92, 769.83. Trustee Fear seconded the motion and on a roll call vote, the motion carried.

Trustee Zubik moved to approve the Special Reserves Fund bills for April 2020 for \$5,580.71. Trustee Jankowski seconded and, on a roll call vote, the motion carried.

Trustee Zubik moved to approve the General Fund bill list dated May 21, 2020 for \$42,030.21. Trustee Snow seconded and, on a roll call vote, the motion carried.

Trustee Zubik moved to approve the Special Reserves Fund bill list dated May 21, 2020 for \$14, 109.77 and Trustee Bronson seconded the motion. On a roll call vote, the motion carried.

Trustee Zubik moved to approve the Treasurer's Report for the month ending April 30, 2020 and Trustee Snow seconded the motion. On a roll call vote, the motion carried.

Board President Geri Burek began her report with a commendation for the Director and his team, for the great job they have been doing during the Library's closure. She also reported that all Trustees had submitted their statements of Economic Interest, as required.

The Director gave his report, having previously provided the Trustees with a lengthy written narrative of the staff activities during the time of closure. He, too, commended staff on their performance during closure and noted that Public Services Librarian Kacmar had attracted 140 registrants for the recent virtual program on the Columbian Exposition. Curveside services for patrons open on June 1<sup>st</sup>.

There was no correspondence.

The Friends of the Library Liaison, Trustee Snow, reported that Friends President, Bill Poore, was not optimistic about a Book Sale in August. The possibility of postponement exists. Trustees made suggestions about conducting the sale outside or for just one day.

Trustee Zubik, Chairman of the Policy Committee, reported that the Committee is looking for a new Financial Policy template. Mr. Del Valle offered to provide one.

No other Committee reports were presented.

Unfinished Business was to be an update on the Zanardo gift, however there was no news to report.

#### New Business

Michael Del Valle, of Lauterback and Amen, our new auditors, presented an oral report to explain and answer questions about the two written reports provided to the Trustees before the meeting. His explanation began with the statement that he "loves the accounting practices at the Palos Heights Public Library" and was "very happy" with the audit. He explained the remarks that were triggered for inclusion in the Management Letter. Trustee Zubik moved and Trustee Fear seconded the motion to approve the audit. The motion carried and the Audit was approved.

Mr. Del Valle left the meeting after this motion.

Trustee Snow moved to approve the annual copier maintenance contract with Proven Business Systems in the amount of \$5,313.55 and Trustee Zubik seconded. The motion carried on a roll call vote.

Trustee Zubik moved and Trustee Fear seconded the motion to approve payment of the bill for \$9,760.00 from BMTTek for IT services December 2019 thru February 2020. On a roll call vote, the motion carried.

President Burek adjourned the meeting at 8:00 PM after a motion to do so by Trustee Snow, with second by Trustee Zubik, carried.

The next Board meeting is scheduled for June 18, 2020