

Palos Heights Public Library Board of Trustees

Meeting of August 13, 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: Snow, Georgis, Fear, Bronson, Jankowski, and Foertsch, as well as President Burek. Absent: Trustee Zubik. Trustee Ed McGovern's term has ended, leaving eight Trustees. The President declared that a quorum was present.

Library Director, Jesse Blazek, and Library Business Manager Terry Fleckenstein were present.

With publication of the meeting notice, the Director had provided the public with the opportunity to make public comment via email. None had been received.

The minutes of the meeting of June 18, 2020 were approved on motion of Trustee Snow and second by Trustee Fear. Motion carried. In this vote, as in all others during meetings on Zoom, the vote was taken by roll call.

The Treasurer, Trustee Foertsch, presented the following motions: For the approval of the additional General Fund bills for June, 2020 in the amount of \$43,763.00, seconded by Trustee Georgis. In a roll call vote, the motion carried.

Trustee Foertsch moved to approve the Special Reserve Fund bills for the month of June, 2020 in the amount of \$20,893.26, which motion was seconded by Trustee Georgis and carried on a roll call vote.

Trustee Foertsch moved to approve the Treasurer's report for the month ending June 30, 2020 and Trustee Georgis seconded the motion. On a roll call vote, the motion carried.

Trustee Foertsch moved to approve the General Fund bills for the month of July, 2020 for \$139,318.43 and Trustee Snow seconded. On a roll call vote, the motion carried.

Trustee Foertsch moved to approve the Special Reserve Fund bills for the month of July, 2020 totaling \$5,417.25, and Trustee Georgis seconded. On a roll call vote, the motion carried.

Trustee Foertsch moved to approve the Treasurer's report for the month ending July 31, 2020. The motion was seconded by Trustee Georgis and, on a roll call vote, carried.

Board President Geri Burek reported. She has made assignments of Trustees to committees as follows: Trustee Fear will be assigned to the Building and Grounds Committee and President Burek will take over as Chairman of the Committee. Trustee Jankowski will be assigned to the Long Range Planning Committee.

At the completion of the President's report, Trustee Snow congratulated President Burek on the successful Community grant application producing \$20,000. President Burek

distributed the funds to various Palos Heights community departments and businesses, including the Palos Heights Public Library. Her generous effort and support of the community was noted in a recent article in the Regional.

Director Jesse Blazek gave his report. In addition to the Director's Narrative, he described the recent staff in-service, which included material on the topic of unconscious biases, staff self-care and organization and task management. He called to our attention the passing of a devoted library patron, Loretta O'Bara.

There was no correspondence.

Committee Chairmen made the following reports:

Treasurer Foertsch deferred to the Director for the report on the new manner of reporting for Board meetings; all expenditures for a given month will be reported at one meeting. Our status in the budget and levy process was reported with much work having been done on the projected budget already.

President Burek announced that a Building and Grounds Committee meeting would be set soon.

As City Council Liaison, President Burek has not been able to attend the meetings due to the City's observances of restrictions on public gatherings during the pandemic.

Ethics Officer Trustee Georgis had no report.

The Friends of the Library Liaison, Trustee Snow, reported that the Friends President is in the hospital. A September meeting of the Friends is scheduled. No announcements on upcoming activities.

Trustee Georgis had no report from the Long Range Planning Committee.

Chairman of the Nominating Committee, Trustee Zubik, but her report, in the form of the new slate of nominees for office was announced in the Director's Narrative and reading of it deferred to the New Business section of the meeting.

Trustee Snow presented the Personnel Committee report. The Committee, named the evaluating body for the new, annual, evaluation of the Director, had done its work. The individual evaluation scores were compiled and would be handed to the Director and the President, to be used in budgeting, in letter form. The comments solicited on the evaluation tool, as to the categories of behaviors/performance, had been collected and would be handed to the Director in paper form. Trustee Snow believes that the instrument should be simplified for future use.

In Trustee Zubik's absence, no report was presented from the Policy Committee.

No other Committee reports were presented.

#### Unfinished Business:

Director Blazek reported that the Zanardo gift continues to be considered as a source for special programs, including a joint program with Trinity Christian College on September 29<sup>th</sup> at 7PM: "Immigration Stories".

Library re-opening plans: Director Blazek reported that we are still in Phase 3 and not planning "to open up further" than that at this time.

#### New Business

President Burek presented a proposed Resolution of recognition and appreciation of Trustee Ed McGovern's six years of service on the Board of Trustees. Trustee Snow moved to adopt it and Trustee Georgis seconded the motion. The motion, on roll call vote, was unanimously carried.

In Trustee Zubik's absence, the nominees for office for the 2020-2021 term were announced by President Burek. They are as follows: for President, Trustee Geri Burek; for Vice-President, Trustee Jennifer Georgis; for Recording Secretary, Trustee Susan Snow; for Treasurer, Trustee Steven Foertsch. The election, per the Board's Bylaws, will take place at the September Board meeting.

Business having been concluded, the Trustees were reminded of the Library sponsored concert at the Palos Heights gazebo scheduled for August 20. A discussion of those planning to attend was had. The next Board meeting is to take place on September 17<sup>th</sup> at 7:00 PM.

Trustee Snow moved to adjourn the meeting and Trustee Georgis seconded the motion. President Burek adjourned the meeting at 8:20 PM.