

Palos Heights Public Library Board of Trustees

Meeting August 18, 2022

The meeting of the Palos Heights Public Library Board of Trustees was called to order at 7:05 PM on August 18, 2022. The following Trustees were present: Trustee Burek, Foertsch, Keough, Key, Rhodes, and Snow. Trustees Jankowski, and Zubik were absent. Also present were the Library Director, Jesse Blazek and the Business Manager, Terry Fleckenstein. No guests were present, and no public comment, nor correspondence were offered.

The minutes of the Board's meeting of June 16th were approved on the motion of Trustee Snow, second of Trustee Rhodes, and a voice vote.

The Treasurer began his series of motions with the motion to approve the General Fund bills for June, 2022 in the amount of \$173, 309.40. Trustee Rhodes seconded his motion and on a roll call vote, the motion carried.

Trustee Foertsch next moved to approve the Special Reserve Fund bills for the month of June for \$163,386.31. Trustee Key seconded the motion, which then carried on a roll call vote.

Trustee Foertsch then moved to approve the General Fund bills for the month of July in the amount of \$172, 100.57. Trustee Rhodes seconded and the motion carried on a roll call vote.

Returning to the Treasurer's report for the month of June, Trustee Foertsch moved to approve the report. Trustee Snow seconded the motion and on a roll call vote, the motion carried.

The Treasurer next moved to approve the Special Reserve Fund bills for the month of July, 2022 in the amount of \$32, 398.77. After Trustee Key seconded the motion, a roll call vote carried it.

Finally, Trustee Foertsch moved to approve the Treasurer's report for the month ending July 31, 2022 and Trustee Rhodes provided the second. The motion carried on a roll call vote.

Board President Geri Burek welcomed the Trustees back after the July break from meeting. She appointed Trustee Susan Snow as the Board's Ethics Officer. Further, she asked the Trustees to consider volunteering to serve on one of the Board's committees. She took time to remind all Trustees of the chain of command to be respected on any issues relating to the Library and the Board's work for it. The Director is in charge of day to day operations, and the Board President is only member to delegate tasks or action decided upon by the Board. Board members were reminded that after an absence, Trustees are responsible to read the minutes of the meeting(s) they missed.

Director Jesse Blazek reported the following in addition to his Director's Narrative. Trustees are urged to attend the Illinois Library Association convention in Rosemont during the 3rd week of October, with the Trustees' Day concentration of workshops and networking taking place on October 20th. That date otherwise being a Board meeting date, the option of changing the Board meeting should be considered. Trustee Key moved to change the date to October 13th and Trustee Keogh seconded. On voice vote the October Board meeting was changed to October 13th.

Director Blazek discussed the state of the renovation project; what remains to be delivered, primarily furniture and fixtures, will likely delay the opening of the space. Grand opening event timing was discussed. Inspection of the space by the City was also discussed. The Trustees will be able to view the YTS space after the meeting.

President Burek then called upon Committee Chairmen to report.

Trustee Foertsch reported that the Budget and Finance Committee had just met, prior to the Board meeting, and is planning to address the 8.5% increase in personnel costs.

Trustee Burek reported that the Building and Grounds Committee invites Trustees to view the renovation project as accomplished thus far.

No report from Trustee Burek as City Council Liaison.

No report from the newly appointed Ethics Officer.

With the Director's assistance, it was reported that the Friends of the Library August book sale earned \$2902.75. The sale was shortened from the usual 4 days to 3 due to a lack of donations.

No report from Long Range Planning.

The Nominating Committee report will appear in the New Business of the meeting.

Trustee Snow, Chairman of the Personnel Committee, reported that the Director had been evaluated by the Committee members, using an instrument designed several years ago, modified each year to reflect current conditions and circumstances. The Director received the highest score in all questions answered; one respondent having insufficient information to score one question. Congratulations were offered to our outstanding Director!

Policy amendments reviewed by Committee Chairman Rose Zubik will appear in the New Business of the meeting for consideration and approval.

No Unfinished Business.

New Business:

1. The request to approve a payment to LoDestro Construction, on the renovation contract, in the amount of \$8388.33 was moved by Trustee Rhodes and seconded by Trustee Keough. On a roll call vote, the motion carried.
2. Contingency Allowance Authorizations in the amount of \$700 were approved upon the motion of Trustee Key and the second of Trustee Rhodes and carried by a roll call vote.
3. Policy regarding the new Francine Zanardo Memorial FabLab Use had been written, reviewed and amended by the Director, President, and Policy Committee prior to this meeting. On the motion of Trustee Snow to approve, and second by Trustee Key, the policy was discussed in detail. On a voice vote, Snow's motion carried and the Policy was adopted.
4. Parking lot paving was discussed after the Director presented the problems which exist currently and the relative costs of localized repair and repaving vs repaving the entire lot. Rose Paving's estimate of \$9,270. for the work needing immediate was discussed. Trustee Rhodes moved to

approve this bid and scope of work, and Trustee Keough seconded her motion. The motion was put to a roll call vote and carried.

5. According to the Board's bylaws, the election of officers will take place at the Board's September meeting each year. The slate presented by Trustee Snow for the Nominating Committee is as follows: Geri Burek for President, Rose Zubik for Vice President, Susan Snow for Recording Secretary and Patrick Keough for Treasurer. Elections will be held on September 14th at the next Board meeting.

There being no further business before the Board, Trustee Snow moved to adjourn the meeting and Trustee Key seconded. The President declared the meeting adjourned at 8:09 PM.

Next meeting of the Board: September 14, 2022.