

Palos Heights Public Library Board of Trustees

Meeting of November 17, 2022

The meeting of the Palos Heights Public Library Board of Trustees was called to order at 7:02 PM on November 17, 2022 by Vice President Rose Zubik. The following Trustees were present: Trustees Zubik, Keough, Jankowski, Foertsch, Rhodes, Key, and Snow. Trustee Burek was ill. The Vice President declared a quorum was present. The Library Director, Jesse Blazek, was present. He introduced new staff member Emily Navarro, who joins the Public Services staff. No guests were present, and no public comment, nor correspondence were offered.

Minutes of the October 13th, 2022 were approved on a motion by Trustee Snow, second by Trustee Keough and a voice vote.

The Treasurer's first motion, to approve the General Fund bills for the month of October, in the amount of \$133,608.06, was seconded by Trustee Rhodes. On a roll call vote, the motion carried.

Trustee Foertsch moved to approve the Special Reserve Fund bills for the month of October in the amount of \$2030.42. This motion was seconded by Trustee Jankowski and carried on a roll call vote.

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

There was no President's Report.

Director Jesse Blazek reported on the status of Cook County real estate tax bill issuance recently and the expectations for the receipt of revenue thereafter.

Lauren, YTS staff member, will be leaving on November 25th.

The Director announced the plans for the modified staff party, in the Library on December 4th, at which event staff will receive their Staff Appreciation Awards. At that event, the George Palmer Awards previously voted on, will be presented. Plans for upcoming events to recognize Jeannine Kacmar's retirement (January 6th) and a Grand Opening event for the Youth and Teen Section Renovation were discussed. The latter will be on a smaller scale, and by invitation, possibly January 13th.

Vice President Zubik then called upon Committee Chairmen to report.

The Budget and Finance Committee chairman, Treasurer Steve Foertsch, did not make a report, but inquired further of the Director about anticipated dates by which revenue would be received from the County Treasurer.

No report from Trustee Burek as Building and Grounds Chairman, nor as City Council Liaison.

No report from the Ethics Officer, Trustee Snow.

Trustee Jankowski, newly named liaison to the Friends, deferred to the Director and Trustee Snow on the Friends of the Library plans for Merry and Brite, as the substitute for Christmastime in Palos. It was

reported that the Friends have given \$10,677.75 in 2022 and approved another expenditure in the amount of \$2,700. The next meeting will take place on January 11 at 3PM.

The newly established Fundraising Committee, chaired by Trustee Burek, did not make a report.

Similarly, new committee chairmen for the following committees, did not make reports: Trustee Burek for Legislative, Trustee Jankowski for Long Range Planning, and Trustee Rhodes for Nominating.

Trustee Snow reported that the Personnel Committee had met just before the Board's meeting this evening and covered the Director Evaluation process and the Salary Benchmarking process. Toward processing the Director Evaluation instrument, this Committee will meet on June 15th, 2023 at 6:30 PM.

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

There was no Unfinished Business.

The New Business agenda:

On the recommendation of our Owner's Representative, Dan Eleanardo, and on the motion of Trustee Rhodes, seconded by Trustee Keough, the Trustees voted to approve contract payments to LoDestro Construction up to, but not exceeding \$70,000. The motion carried on a roll call vote.

The Board acted on the agreement reached with the City of Palos Heights, to advance the sum of up to \$575,000, which was previously approved by the Board. Trustee Snow moved to repay the City the sums advanced to the Library, up to \$575,000, pursuant to the terms of the written agreement. This motion was seconded by Trustee Key and carried on a roll call vote.

Trustee Zubik, as chairman of the Policy Committee, brought Library Policy amendments to the Board for approval. The amendments presented to the Circulation Policy was approved on the motion of Trustee Snow and second by Trustee Rhodes. Trustee Snow also moved the adoption of the amendment to the Holiday Observation Policy, to include Juneteenth, and Trustee Keough seconded. Both of these motions were carried by voice votes.

The Director had presented the "Serving Our Public" materials at an earlier time, and lead the summary discussion in order to comply with grant requirements.

Vice President Zubik adjourned the meeting at 7:52 PM.

The next meeting of the Palos Heights Public Library Board will be January 19th, at 7:00 PM.