

Palos Heights Public Library Board of Trustees

Meeting October 13, 2022

The meeting of the Palos Heights Public Library Board of Trustees was called to order at 7:00 PM on October 13, 2022 by President Geri Burek. The following Trustees were present: Trustees Burek, Zubik, Foertsch, Rhodes, Key, and Snow. Trustee Jankowski was absent. Trustee Keough arrived minutes after the roll was called. The President declared a quorum was present. The Library Director, Jesse Blazek, and the Business Manager, Terry Fleckenstein, were also present. No guests were present, and no public comment, nor correspondence were offered.

Trustee Snow, second by Trustee Key, and a voice vote.

The Treasurer's first motion, to approve the General Fund bills for the month of September, in the amount of \$242,713.60, was seconded by Trustee Zubik. On a roll call vote, the motion carried. Mention was made of the fact that the Reserve Fund has been spent.

Next, Trustee Foertsch moved to approve the Treasurer's report for the month ending September 30, 2022 and Trustee Rhodes provided the second. The motion carried on a roll call vote.

Board President Geri Burek distributed the new list of Committee assignments and discussed plans for going forward. That includes the plan for a committee to meet on the day of, and before the regular Board meeting, each month. President Burek also announced that documents formalizing the agreement between the City and the Library to "transfer" money to the Library's account, due to the delayed tax revenue receipts, had been signed. Both President Burek and Trustee Snow described the document's terms. The amount agreed upon is \$575,000, repayable monthly, without interest, by no later than April 1<sup>st</sup> of 2023.

Director Jesse Blazek segued from the President's report into the Director's report by announcing that the first transfer of funds had already been received.

The Director continued his report with a description of the status of the YTS renovation as very nearly complete and ready for 'soft opening'. The Trustees were invited to visit after the meeting.

President Burek then called upon Committee Chairmen to report.

The Budget and Finance Committee report will occur in the New Business portion of the agenda.

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

No report from the Ethics Officer, Trustee Snow.

Trustee Snow reported that the Friends of the Library will meet on November 9<sup>th</sup> at 3PM.

No report from Long Range Planning.

The Nominating Committee had no report.

Trustee Snow has agreed that the Personnel Committee will meet on November 17<sup>th</sup>, at 6:30 PM, before the regular Board of Trustees meeting to familiarize themselves with the Director Evaluation Process and the Salary Benchmarking process planned for staff.

There was no report from the Policy Committee.

There was no Unfinished Business.

The New Business agenda:

1. The agenda called for a tour of the upstairs, Youth and Teen Section, but all agreed this was best postponed until after the rest of the agenda had been addressed.
2. The approval of renovation expenses and any change orders was deferred to the November meeting on account of there being no unpaid invoices as this time.
3. The agenda suggested approval of Amendments to FY22 Levy and the President and the Director explained the reasoning behind this proposal as a policy shift towards greater transparency. Trustee Zubik moved to adopt the proposed amended Levy and Trustee Snow seconded. This motion carried on a roll call vote.
4. The list of proposed 2023 Library Closing dates was approved, with the inclusion of *Juneteenth*, on the motion of Trustee Zubik and second by Trustee Keough and a voice vote.
5. The list of regular meeting dates for the Board of Trustees was approved on the motion of Trustee Snow, and second by Trustee Keough, and a voice vote.
6. The Staff Appreciation Awards, based upon the policy formula for calculating the amounts, were approved. The motion by Trustee Snow, and second by Trustee Key, was carried on a roll call vote.
7. The possibility of making a George Palmer Award, or awards, for 2022 was discussed. Consideration of several candidates resolved to the selection of two: former Trustee Jennifer Georgis and the Osterberg Family/Estate. The motion was made by Trustee Keough and seconded by Trustee Zubik and carried on a voice vote.

The meeting was adjourned at 7:50 PM after Trustee Snow made a motion to do so and the President called the meeting adjourned. Trustees were invited to the second floor to inspect the renovations.

The next meeting of the Palos Heights Public Library Board will be November 17<sup>th</sup>, at 7:00 PM.