

August Palos Heights Library Board Meeting

August 20, 2026 Minutes

1. The meeting was called to order at 6:33pm by Treasurer John Peltz, presiding as president for this meeting in Rose Zubik and Patrick Keough's absence. The following trustees were present: Hilary Rhodes, Sue Jankowski, Susan Snow, Maria Koeppen, John Peltz, Dianne Key and Steve Foertsch. Patrick Keough and Rose Zubik were absent.
2. Also present were Jesse Blazek, Library Director, Kara Kohn, Head of Public Services, Lorena Rodriguez, Head of Technical Services, Yasmin Ayyad, Youth & Teen Librarian, and Alison Jagielo, Youth & Teen Librarian.
3. No members of the public attended and there was no public comment.
4. Trustee Key moved to approve the minutes of the June regular board meeting. The minutes were approved unanimously by a voice vote.

5. Treasurer's Report

- a. Trustee Peltz moved to approve the General Fund bills for June 2026 for \$231,382.27. Trustee Snow seconded, and the motion was approved unanimously by a roll call vote.
 - b. Trustee Peltz moved to approve the Treasurer's report for the month ending June 30, 2026. Trustee Snow seconded, and the motion was approved unanimously by a roll call vote.
 - c. Trustee Snow moved to approve the General Fund bills for July 2026 for \$165,581.88. Trustee Key seconded and the motion was approved unanimously by a roll call vote.
 - d. Trustee Peltz moved to approve the Treasurer's report for the month ending July 31, 2026. The motion was approved unanimously by a roll call vote.
6. There was no President's report.
 7. **Director's Report:** In addition to the written report, Jesse reported:
 - a. Budget update, we should start to see distributions in late September from the next round of tax bills. Hoping to see the county's system functioning up to capacity by January/February.
 - b. DAR Tree Planting Ceremony at the library in recognition of America 250 will be on September 19, 11:30am - all are encouraged to attend.
 8. **Budget & Finance** - next committee meeting will be September 1st.
 9. **Buildings & Grounds** - next committee meeting will be September 1st.
 10. **Ethics** - Reminder to do your Open Meetings training if you have not yet completed it.

11. **Friends of the Library** - The Friends do not meet in the summer, but Sept 9th at 3pm is the next meeting. A *Novel Idea* will be held at 2pm beforehand. All are welcome! Lou Malnatis night for The Friends is also September 9th.

12. **Personnel Committee**

- a. Trustee Key has received five evaluations from the board and Jesse will get copies of those.
- b. Insurance Policies for full-time employees are being looked at, and will be evaluated further by Jesse and the committee.

13. **Building Envelope Project:** Our owner's representative, Dan Ellanardo reported on the building envelope project, and shared with us that the project is mostly wrapped.

- a. Reminded us that there is a three year warranty on everything from the date of substantial completion (June 5th, 2026).
- b. The building permit is closed, as final inspection is complete, and the village was very easy to work with.
- c. Final testing is complete and went very well. Testing reports will also be included in closing documents.

14. Trustee Snow moved to approve **payment to D. Kersey Construction** for \$73,701.50. There is one more invoice coming, and final payment will be sent when all the closing documents are completed. Trustee Foertsch seconded, and on a roll call vote, the motion passed.

15. The Slate of Officers is presented as follows:

- a. President - Rose Zubik
- b. Vice President - Patrick Keough
- c. Secretary - Hilary Rhodes
- d. Treasurer - John Peltz

16. Trustee Peltz adjourned the meeting at 7:15pm.

17. The next board meeting is September 17th at 6:30pm.

Minutes recorded by Hilary Rhodes, Secretary