

## **Palos Heights Library Board Meeting**

August 21, 2025 Minutes

1. The meeting was called to order at 7:01 PM by President Susan Snow. The following trustees were present: Dianne Key, Hilary Rhodes, Rose Zubik, John Peltz, Steve Foertsch and Sue Jankowski. Patrick Keough was absent.
2. Also present were Jesse Blazek, Library Director, Lorena Rodriguez, Head of Technical Services and Riley Martin from Lauterbach & Amen.
3. No members of the public attended and there was no public comment.
4. Trustee Zubik moved to approve the minutes of the June regular board meeting and Trustee Peltz seconded. The minutes were approved by a voice vote.
5. **Treasurer's Report**
  - a. Treasurer Peltz moved to approve the General Fund bills for June 2025 for \$173,389.79. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
  - b. Treasurer Peltz moved to approve the Treasurer's report for the month ending June 30, 2025. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
  - c. Treasurer Peltz moved to approve the General Fund bills for July 2025 for \$166,592.57. His motion was seconded by Trustee Zubik. On a roll call vote, the motion carried.
  - d. Treasurer Peltz moved to approve the Treasurer's report for the month ending July 31, 2025. His motion was seconded by Trustee Rhodes. On a roll call vote, the motion carried.
6. **President's Report**
  - a. President Snow shared her gratitude for her years as President on the Library board.
  - b. Encouraged everyone to be at the September meeting for Nancy Sylvester presentation and to vote on the new slate of officers for the coming year.
7. **Annual Financial Report Audit** - presented by Riley Martens (sp?), Lauterbach & Amen
  - a. Went through documentation and explained the clean audit.
  - b. Kudos to Terry and Jesse for having everything in such great condition for the audit.
8. **Director's Report:** In addition to Jesse Blazek's written report:
  - a. Will have bid documents for the September meeting, working on them

currently. Looking to have the construction plan lined up and ready to go for the Spring.

- b. A long time library employee is in the hospital, and the library has sent flowers.
- c. Summer Reading numbers were great this year - 50% of those who registered made it to the halfway point and 40% completed the entire program (huge percentage!).
- d. Reminder of Nancy Sylvester's Parliamentary Procedure trainings taking place the next three months, starting each meeting at 6:30, regular meetings begin at 7:30.

**9. Correspondence** - President Snow presented Jesse with a 10-year card of thanks.

**10. Committee Reports:**

- a. Budget & Finance - Trustee Peltz shared that they just had a meeting to finalize the budget and things look in good shape.
- b. Building & Grounds - Bid packages will be presented next month for the building envelope project.
- c. Ethics Officer Susan Snow reminded us that we have the officer election next month and encouraged everyone to be here to vote!
- d. Friends of the Library - Trustee Jankowski let us know the Friends of the Library sale was a little slow, but a great \$5/bag day! It was very organized and wonderful. Currently \$3,317.50 in sales.
  - i. The next Friends meeting is 3:00pm on September 10th
  - ii. 2:00pm (before the meeting) "A Novel Idea" - book reviews by Tina and Matt - encouraging social time for the Friends - 4x/year events
- e. Personnel - Trustee Key revised Jesse's evaluation and went over it with him, Jesse will be sending it out through email to each Trustee individually and please **return to Trustee Key** by September 15th.

**11. New Business**

- a. Susan Snow asks for a motion to approve the audit as presented by Lauterbach & Amen in the prior presentation. Trustee Zubik moved and Trustee Key seconded. The motion carried on a roll call vote.
- b. Trustee Zubik moved to approve the 5-year copier contract with Proven IT, as described by Jesse in his report. Trustee Peltz seconded, and on a roll call vote, the motion carried.
- c. Presentation of the Slate of Officers for 2025-2026 Term - will be voted on at the September meeting

- i. President: Trustee Zubik
  - ii. Vice President: Trustee Keough
  - iii. Treasurer: Trustee Peltz
  - iv. Secretary: Trustee Rhodes
- d. November 11th, 7pm - the Palos Heights Women's Club is focusing on the Palos Heights Library, all are welcome
  - i. PHWC is collecting books for the Friends of the Library in November and December.
- 12. On a motion by Trustee Keough and a second by Trustee Key, President Snow adjourned the meeting at 8:06pm.
- 13. The next board meeting is Thursday, September 18 at **6:30pm**. The meeting is starting early for education on Parliamentary Procedure by Nancy Sylvester.