

Palos Heights Public Library Board of Trustees

Meeting of January 16, 2020

Minutes

President Burek called the meeting to order at 7:04 PM in the Library, 12501 S. 71st Avenue, Palos Heights, Illinois.

The Secretary called the roll and the following Trustees were present: Bronson, Snow, McGovern, Foertsch, Zubik, Jankowski, Georgis, Fear as well as President Burek.

Library Director, Jesse Blazek, and Library Business Manager Terry Fleckenstein were present.

There were no guests nor members of the public in attendance. There was no public comment.

The minutes of the meeting of November 21, 2019 were approved as read, on a motion by Trustee Snow, seconded by Trustee Zubik.

President Burek called on Trustee Steve Foertsch, Treasurer, who presented a series of financial reports. Trustee Bronson moved and Trustee Georgis seconded a motion to approve the additional General Fund Bills for the month of November in the amount of \$45,045.52. On a roll call vote, this motion carried.

Next, Trustee Foertsch moved and Trustee Zubik seconded a motion to approve the additional Special Reserve Fund Bills for the month of November, in the amount of \$1,980.00. On a roll call vote, the motion carried.

Trustee Foertsch moved and Trustee Zubik seconded a motion to approve the Treasurer's report for the month ending November 30, 2019. This motion carried on a roll call vote.

Next, Trustee Foertsch moved and Trustee McGovern seconded the approval of the General Fund Bills listed and dated December 2019 for \$112,401.39. This motion carried on a roll call vote.

Next, Trustee Foertsch moved and Trustee Zubik seconded the approval of the Special Reserve Fund bills listed for December 30, 2019, in the amount of \$40,151.02. This motion carried on a roll call vote.

Trustee Foertsch next moved and Trustee Sue Jankowski seconded the approval of the General Fund bills in a list dated January 16, 2020, in the amount of \$56,542.15. A roll call vote carried the motion.

Trustee Foertsch Moved and Trustee Zubik seconded the approval of the Special Reserve Fund bills listed as of January 16, 2020, in the amount of \$4,029.50. This motion carried on a roll call vote.

Trustee Foertsch's final motion, seconded by Trustee Zubik, moved the approval of the Treasurer's report for the month of December 31, 2019 and this motion carried on a roll call vote.

President Burek announced in her report that Trustee McGovern will not extend his term on the Board of Trustees. He will leave at the end of his current term in May.

The Director, Jesse Blazek, reported on the census activities taking place in the Library, including hiring and training sessions. The Library will also have a census data entry station. The PHPL2Go app will sunset, and be replaced by a superior app provided by our network, at no cost to the Library.

The President called for Committee reports.

Treasurer Foertsch reported on the meeting of the Budget and Finance Committee which immediately preceded the Board meeting. The Committee reviewed the Library 2020 appropriation. Trustee Foertsch moved its adoption and Trustee Snow seconded. The motion carried on a roll call vote. This appeared also at Agenda item 4 in the New Business section of the Agenda.

Trustees Bronson and Georgis reported that a Long Range Planning Committee meeting would be scheduled soon.

Reports by the Personnel and Policy Committees were deferred to the New Business portion of the agenda.

Unfinished Business was addressed by the Board. Trustee Zubik moved and Trustee Georgis seconded the use of an amount not to exceed \$2000, from funds so generously gifted by Francine Zanardo, for a City Recreation Department concert sponsorship for summer of 2020. This motion was put to a roll call vote and carried. Trustee Zubik will report this to the Recreation Department.

President Burek directed the Board to address New Business next. These motions were presented.

Agenda item 3 was moved by Trustee Snow, to approve the recommendations of the Personnel Committee, seconded by Trustee Zubik. The motion carried.

Agenda item 5, presented several proposed changes in Library Policies. Committee Chairman Trustee Zubik moved the adoption of amendments to the Patron Behavior Policy; Trustee Snow seconded, and the motion carried. Trustee Zubik moved, Trustee Snow seconded, the amendment of the Anti-Harrassment Policy and the motion carried. Trustee Zubik moved and Trustee Snow seconded, the approval of the changes to the Room Reservation Policy. This motion also carried.

Agenda item 8 presented the payment of the BMTTek bill for IT consulting for the year 2019. While the Trustee discussion articulated a preference for billing for smaller periods of time, the motion by Trustee Georgis, with Trustee Zubik's second, for payment of the \$30,720 invoice from the Special Reserve Fund, was approved on a roll call vote.

In furtherance of the Palos Heights Public Library Board of Trustees commitment to restate and sign an annual Trustee Ethics Statement, Trustee Snow moved its approval and presentation to the Trustees for signature, instanter. Trustee Jankowski seconded the

motion. The motion carried and immediately the Trustees signed the Ethics Statement. This is to be posted in the Library foyer for easy viewing by patrons.

Trustee Snow moved the meeting be adjourned and Trustee Georgis seconded. The President declared the meeting adjourned at 8:05 PM based upon the unanimous approval.

The next meeting of the Board of Trustees will be on February 20th, 2020.

Respectfully Submitted,

Susan Snow

Recording Secretary