

Palos Heights Public Library Board of Trustees

Meeting of June 18, 2020

Minutes

President Burek called the meeting to order at 7:00 PM. The meeting was conducted via Zoom video-conferencing.

The Secretary called the roll and the following Trustees were present: Snow, Zubik, Jankowski, and Foertsch, as well as President Burek. Absent: Trustee Bronson, Trustee Georgis and Trustee Fear. Trustee Ed McGovern's term has ended, leaving eight Trustees. The President declared that a quorum was present.

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

With publication of the meeting notice, the Director had provided the public with the opportunity to make public comment via email. None had been received.

The minutes of the meeting of May 21, 2020 were approved, as corrected. on motion of Trustee Snow and second by Trustee Zubik. Motion carried. The Secretary will make the corrections (adding the name of the Trustee who seconded Trustee Zubik's motion to approve the Special Reserve Fund bills for April 2020, and to correct the typographical error referring to the minutes reviewed at that meeting as being from February "2019" to February 2020), Corrected minutes will be provided to the Director for circulation.

Upon being informed by the Director of new procedures for public bodies during the pandemic, for use in video conferenced meetings, the approval of the minutes, above, and all other motions brought to vote at this meeting, will be by roll call vote.

The Treasurer, Trustee Foertsch, presented the following motions: For the approval of the additional General Fund bills for May 2020 for \$40, 853.62, seconded by Trustee Zubik. On roll call vote, the motion carried.

Trustee Foertsch moved to approve the General Fund bills for June 18, 2020 in the amount of \$54,797.83, which motion was seconded by Trustee Zubik and carried on a roll call vote.

Trustee Foertsch moved to approve the Special Reserve Fund bills for June 18, 2020 in the amount of \$18,655.75, which motion was seconded by Trustee Zubik and carried on a roll call vote.

Trustee Foertsch moved to approve the Treasurer's report for the month ending May 31, 2020 and Trustee Zubik seconded the motion. On a roll call vote, the motion carried.

Board President Geri Burek saluted the good news delivered in the Director's report and congratulated the staff for their hard work on return to opening phases.

The Director gave his report, having previously provided the Trustees with a lengthy written narrative. The Director made special note of the recent news that the Library's corporate levy has been fully funded, and discussed with Trustees the impact this will have

on the short term and long term budgetary plans. He articulated his commitment to include sensitivity to inherent biases and mini-aggressions in the Library environment, and to include training towards awareness of these at the next staff in-service event. The director answered many questions put by the Trustees as to the operational look of the next phase, phase 3, including how many people will be allowed to enter, how long they will be allowed to remain and/or use computers, and areas that will be restricted for alternative uses, such as the resting of returned books.

Trustee Snow made note of the upcoming fifth anniversary of the Director's employment with the Palos Heights Public Library, in July, and the coincident level of accomplishment and mastery demonstrated in both the Narrative and the report at the meeting.

There was no correspondence.

Committee Chairmen made the following reports:

The Friends of the Library Liaison, Trustee Snow did not bring news, however, the Director offered confirmation that the August book sale is unlikely to occur. The Director also reported that book donations are being received and rested, for further Friends inventory when the Friends return to the building. Trustee Zubik inquired of the Director if there was news about plans for Christmastime in Palos. The Director was aware that the Friends are considering alternative celebration or festival opportunities which do not coincide with other community events.

Trustee Zubik, Chairman of the Policy Committee, deferred her report to the new business section of the agenda.

President Burek called upon Trustee Snow, Chairman of the Personnel Committee, to convene a Personnel Committee meeting to perform our Evaluation of the Director. Trustee Snow noted the need for the appointment of a Trustee to replace Ed McGovern. Gratitude to our former colleague for his contributions was expressed and the President will send him a letter of appreciation for his two terms of service.

No other Committee reports were presented.

Unfinished Business: The final distribution from the Zanardo gift was announced in the Director's narrative: \$18,239.41 was recently received. Trustee comments about the timeliness of the overall gift, and new thoughts about how to apply it in service to our patrons, again, honored Francine Zanardo. The total gift from her estate was \$193,239.41.

Library re-opening plans, on the agenda for discussion, had been covered in the Director's report section of the meeting. We are currently in Phase 2 and preparing to move into Phase 3.

New Business

Trustee Zubik presented two new policies, related to patron access, consistent with the Library's plan for re-opening. Trustee Zubik moved for the approval of the Temporary Computer Use Policy and Trustee Jankowski seconded the motion. On a roll call vote, the motion carried.

Trustee Zubik moved to approve the Temporary Mask Wearing Policy and Trustee Jankowski seconded the motion. It was carried on a roll call vote.

The agenda provided the Board the opportunity to select the means by which non-Palos Heights residents acquire and pay the fee for a non-resident Library Card. Trustee Snow moved to approve the flat fee method, currently in use. Trustee Zubik seconded the motion. Discussion ensued, considering the relative merits of each plan from financial, processing, and cultural sensitivity perspectives. The motion carried on a roll call vote: we will issue Non-Resident cards for a flat fee.

Trustee Snow moved to approve the BMTTek bill for IT services from March through May of 2020 in the amount of \$9,120. Trustee Zubik seconded. The motion carried on a roll call vote.

Business having been concluded, the Trustees were reminded that the July 4<sup>th</sup> parade has been cancelled, the Library sponsored concert at the Palos Heights gazebo is still scheduled for August 20<sup>th</sup> and the next Library Board of Trustees meeting, by prior vote, will take place on August 13<sup>th</sup>.

Trustee Snow moved to adjourn the meeting and Trustee Zubik seconded the motion. President Burek adjourned the meeting at 8:28 PM.