

## Palos Heights Library Board Meeting

September 18, 2025 Minutes

1. The meeting was called to order at 6:35pm by Treasurer John Peltz, acting as President for tonight's meeting. The following trustees were present: Dianne Key, Patrick Keough, Hilary Rhodes, John Peltz, and Steve Foertsch. Susan Snow, Rose Zubik, Maria Koeppen and Sue Jankowski were absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager and Tina Ruszala, Head of Youth & Teen Services. Nancy Sylvester joined us on Zoom for the first New Business Item.
3. No members of the public attended and there was no public comment.
4. **New Business Item 1:** Presentation on Parliamentary Procedure and Trusteeship by Nancy Sylvester on Zoom with an attached handout and notes.
5. Trustee Keough moved to approve the minutes of the August regular board meeting and Trustee Key seconded. The minutes were approved by a voice vote.
6. **Treasurer's Report**
  - a. Trustee Keough moved to approve the General Fund bills for August 2025 for \$153,346.43. His motion was seconded by Trustee Rhodes. On a roll call vote, the motion carried.
  - b. Trustee Keough moved to approve the Treasurer's report for the month ending Aug. 31, 2025. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
7. No President's Report
8. **Director's Report:** In addition to Jesse Blazek's written report:
  - a. The Friends of the Library had the first meeting of the year last week - The Novel Idea event beforehand had about 15 attendees and about 15 at the Friends meeting.
  - b. Keeping a close eye on the County's tax bills/disbursements this fall, as they are late again. Working with the city of Palos Heights on the possible need for a loan.
9. There was no correspondence.
10. There were no committee reports.
11. **Additional New Business**
  - a. A motion to approve the Bid Documents for Building Envelope Repair Project was made by Steve Foertsch and was seconded by Dianne Key. On a roll call vote, the motion carried.
  - b. A motion to approve the FY2026 Budget was made by Patrick Keough and seconded by Steve Foertsch. On a roll call vote, the motion carried.
  - c. A motion to approve the FY2025 Levy was made by Patrick Keough and seconded by Dianne Key. On a roll call vote, the motion carried.

- d. A motion was made by Patrick Keough to approve the annual Library Director's evaluation results, presented by Dianne Key and the Personnel Committee. Steve Foertsch seconded, and on a roll call vote the motion carried.
- e. A motion was made by Hilary Rhodes to approve the Slate of Officers for 2025-2026 Term as follows:
  - i. President: Trustee Zubik
  - ii. Vice President: Trustee Keough
  - iii. Treasurer: Trustee Peltz
  - iv. Secretary: Trustee Rhodes

Dianne Key seconded, and the motion carried on a voice vote.

- 12. On a motion by Trustee Keough and a second by Trustee Key. Trustee Peltz adjourned the meeting at 7:58pm.
- 13. The next board meeting is Thursday, October 16 at **6:30pm**. The meeting is starting early for further education on Parliamentary Procedure by Nancy Sylvester.