

Palos Heights Public Library Board of Trustees

Meeting of January 19, 2023

Minutes

The meeting of the Palos Heights Public Library Board of Trustees was called to order at 7:05 PM on January 19, 2023 by President Geri Burek. The following Trustees were present: Trustees Zubik, Keough, Jankowski, Foertsch, and Key. Trustee Snow attended the meeting via zoom and was not counted in the quorum, which was declared by the President. The Library Director, Jesse Blazek, was present. No guests were present, and no public comment, nor correspondence were offered.

Minutes of the November 17, 2022 were approved on a motion by Trustee Foertsch, second by Trustee Jankowski, and a voice vote.

The Treasurer's first motion, to approve the General Fund bills for the month of October, in the amount of \$336,136.87, was seconded by Trustee Key. On a roll call vote, the motion carried.

Next, Trustee Keough moved to approve the Treasurer's report for the month ending November, 2022 and Trustee Zubik provided the second. The motion carried on a roll call vote.

Treasurer Keough moved to approve the General Fund bill for the month of December 2022 in the amount of \$172,551.61. Trustee Jankowski provided the second. The motion carried on a roll call vote.

Finally, Trustee Keough moved the approval of the Treasurer's report for the month ending December 31<sup>st</sup>, 2022 and Trustee Zubik seconded. The motion carried on a roll call vote.

President Burek welcomed the Trustees back and thanked Director Blazek and the staff for the effort which they put into the holiday season events.

Director Jesse Blazek began his Director's report with an update on Business Manager Terry Fleckenstein's return to work after her foot surgery. He also informed the Board of the retirement of long time landscaping contractor Melka, after 20 years, indicating a search had begun for a replacement contractor. He thanked the Trustees who attended former Alderman Dolores Kramarski's wake.

Funds for the benchmarking survey from HR sources, \$2850., have been made available. Two new self-checkout scanners have been ordered for the Circulation area.

The Director also reported that tax revenues were now being received.

President Burek then called upon Committee Chairmen to report.

The Budget and Finance Committee chairman, Treasurer Pat Keough, will make his report in the New Business section of the agenda.

The Building and Grounds Committee Chairman, Trustee Foertsch had no report.

Trustee Burek, as City Council Liaison, reminded us that the Mayor's State of the City address will take place at 11 am on March 14<sup>th</sup>, 2023.

No report from the Ethics Officer, Trustee Snow.

Trustee Jankowski, liason to the Friends of the Library, promoted membership in the Friends organization, as well as the upcoming Book Sale, February 2-5. The next meeting of the Friends will take place on March 8<sup>th</sup> at 3PM in the conference room.

The Fundraising Committee, chaired by Trustee Burek, did not make a report, but invited ideas for fundraising to be offered by the Trustees; send her ideas by email.

There were no other Committee reports.

The New Business agenda:

On motion of Trustee Zubik and second by Trustee Foertsch, the roll call vote of the Board directed payment to be made to LoDestro Construction in the amount of \$54,095.70, for their November invoice, and on the motion of Trustee Keough and second by Trustee Jankowski, the roll call vote directed the payment of \$29,359.20 for LoDestro's December invoice.

Trustee Keough and the Director described the action requested by the Budget and Finance Committee, to approve the FY 2023 Appropriation. Trustee Zubik made the motion and Trustee Foertsch offered the second. On the roll call vote, the motion carried.

At 7:43 PM, Trustee Zubik moved to adjourn the meeting and Trustee Foertsch seconded. The President declared the meeting adjourned. The next meeting of the Board of Trustees will take place on February 16<sup>th</sup>, 2023 at 7:00PM.