



PALOS HEIGHTS  
PUBLIC LIBRARY

## BOARD OF TRUSTEES MEETING AGENDA

May 21, 2020

As the Library is closed, this meeting will take place online at the following link:

<https://zoom.us/j/93588547276>

One tap mobile:

+13126266799,,93588547276#

Or dial in to the meeting:

312 626 6799

Meeting ID: 935 8854 7276

Public comment will be taken via email at [admin@phlibrary.org](mailto:admin@phlibrary.org) or telephone at 708-448-1473 at any time prior to 2:00pm on May 21. Comments will be read into the record at the start of the meeting.

CALL TO ORDER: 7:00pm

ROLL CALL:

WELCOME OF GUESTS:

PUBLIC COMMENT:

All comments previously sent in will be read at this time

MINUTES OF MEETING:

Approval of the minutes of the February 20, 2020 regular meeting

Approval of the minutes of the March 16, 2020 emergency meeting

TREASURER'S REPORT:

February Report

Approval of the additional General Fund bills for February 2020 for \$43,550.67

Approval of the General Fund bills for March 2020 for \$64,095.92

Approval of the Special Reserves Fund bills for March 2020 for \$18,527.54

Approval of the Treasurer's report for the month ending February 29, 2020

March Report

Approval of the additional General Fund bills for March 2020 for \$45,628.44

Approval of the Treasurer's report for the month ending March 31, 2020

April Report

Approval of the General Fund bills for April 2020 for \$92,769.83

Approval of the Special Reserves Fund bills for April 2020 for \$5,580.71

Approval of the General Fund bill list dated May 21, 2020 for \$42,030.21

Approval of the Special Reserves Fund bill list dated May 21, 2020 for \$14,109.77

Approval of the Treasurer's report for the month ending April 30, 2020

PRESIDENT'S REPORT

DIRECTOR'S REPORT

CORRESPONDENCE

COMMITTEE REPORTS:

Budget & Finance – Steve Foertsch  
Building & Grounds – Ed McGovern  
City Council Liaison – Geri Burek  
Ethics Officer – Jennifer Georgis  
Friends of the Library Liaison – Susan Snow  
Long Range Planning – Jennifer Georgis  
Nominating – Rose Zubik  
Personnel – Susan Snow  
Policy – Rose Zubik

UNFINISHED BUSINESS:

1. Discussion of donation from the estate of Francine Zanardo

NEW BUSINESS:

2. Approval of FY2019 audit presented by Michael Del Valle of Lauterbach & Amen
3. Approval of Special Reserves expenditures in excess of \$5,000
  - a. Proven Business Systems for annual photocopier maintenance contracts in the amount of \$5,313.55
  - b. BMTTek for IT Services performed December 2019 thru February 2020 in the amount of \$9,760.00
4. Discussion of Library Response to COVID-19 Pandemic

ADJOURNMENT

NEXT MEETING:

Thursday, June 18, 2020

The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, please contact Jesse Blazek, 708-448-1473.