

Palos Heights Public Library - Board of Trustees Meeting  
Minutes of the April 18, 2019

President Susan Snow called the meeting to order at 7:00 p.m. at the Palos Heights Public Library. 12501 South 71<sup>st</sup> Avenue, Palos Heights, Illinois.

Present were Trustees: Susan Snow, Rose Zubik, Geri Burek; Sue Jankowski, Steven Foertsch; Ed McGovern; absent George Fear, Jennifer Georgis and Dawn Bronson.

Also present were: Library Director Jesse Blazek and Jeannine Kacmar

**Welcome of Guests:** Kim Young, newest library hire

**Public Comment:** None

**Minutes of 3/14/2018:** Trustee Zubik moved and Trustee Burek seconded a motion to approve the minutes of March 14, 2019. All in favor. Motion carries.

**Treasurer's Motions:**

Trustee Foerstch moved and Trustee McGovern seconded a motion to approve the Additional General Fund bill list for the month of March in the amount of \$95,163.22. On a roll call vote - all in favor and motion carries.

Trustee Foerstch moved and Trustee McGovern seconded a motion to approve the General Fund bill list dated April 18, 2019 in the amount of \$95,163.22. On a roll call vote - all in favor and motion carries.

Trustee Foerstch moved and Trustee Burek seconded a motion to approve the Treasurer's report for the month ending March 31, 2019. On a roll call vote - all in favor and motion carries.

**President's Report:** President Snow gave a brief report.

**Director's Report:** Director Blazek gave a brief report and status on library business. A written copy was provided to each Trustee.

**Correspondence:** Numerous thank you cards were received from members of the Palos Heights Woman's Club in appreciation of the recent dinner held in their honor. A Thank You card was received from the staff in appreciation of the gifts received for library day.

**Committee Reports:**

Budget & Finance - No Report – next meeting will be May 16th

Building and Grounds - No Report

City Council Liaison – No report  
Ethic Officer - No Report  
Friends of the Library Liaison - No Report  
Long Range Planning – no report  
Nominating - No Report  
Personnel - No Report  
Policy - No Report

### **Unfinished Business:**

#### **1. Discussion of donation from the estate of Francine Zanardo**

**a. Approval of stonework purchase and installation** – Trustee Burek moved and Trustee Zubik seconded a motion to approve the proposal of Statements in Stone to provide and install the stonework to be located in the pollinator garden for a cost not to exceed \$15,467. After discussion and on a roll call vote – all in favor. Motion carried.

**As a side note: The purchase of approval of this expenditure and the High Profile Author expenditure would bring the amount remaining of the Zanardo donation to approximately \$60,000.**

**Discussion of 75<sup>th</sup> Anniversary Festivities.** Jesse gave a report on the success of the 75<sup>th</sup> celebration and over all feedback and expressed gratitude to the board and staff for their roles in making the festivities a memorable success. Jesse also reported that enough monies were raised to fund the 75<sup>th</sup> Anniversary Festivities to date with approximately \$1,000 left over. It was further discussed that monies raised by the sale of the History of Palos Heights is treated as revenue.

### **New Business:**

#### **1. Strategic Plan Proposals**

- a. New Training Tables:** Trustee McGovern moved and Trustee Zubik seconded a motion to approve the purchase of 20 KI Pirouette tables at a cost not to exceed \$14,575. On a voice vote. All in favor – motion carries
- b. New Server** – Trustee Foertsch moved and Trustee Zubik seconded a motion to approve the purchase of a Dell Power Edge R730xd server at a cost not to exceed \$8,166.48 from Dell or DDW-G. On a voice vote. All in favor – motion carries

- c. **Circulation Door Locks** – Trustee McGovern moved and Trustee Zubik seconded a motion to approve the installation of electric door strikes and fob-activated access panels on the two Circulation Department doors at a cost not to exceed \$6,790.50. On a voice vote. All in favor – motion carries
  
- d. **New Staff Computers** - Trustee McGovern moved and Trustee Burek seconded a motion to replace two Surface Pro Tables at a cost of \$1,075 each for a total cost not to exceed \$2,150. On a voice vote. All in favor – motion carries
  
- e. **Fireplace Repair** – Trustee McGovern moved and Trustee Burek seconded a motion to engage A Cozy Fireplace to replace the fireplace log and repair the ignitor at a cost not to exceed \$1,246.56. On a voice vote. All in favor – motion carries

Trustee McGovern recommends that at this time no action be taken in connection with the Parking Lot Lighting; Parking Lot Resurfacing/Resealing; and various furniture and HVAC items.

Trustee McGovern recommends that the Youth and Teen Services Department Renovations be brought up at a future committee meeting.

Trustee Zubik moved and Trustee McGovern seconded a motion to adjourn. Meeting adjourned at 8:05 p.m.

Next meeting: Thursday, May 16, 2019

# PALOS HEIGHTS PUBLIC LIBRARY - BOARD MEETING VOTING RECORD

MEETING DATE: APRIL 18, 2019

APPROVAL OF:	Rose Zubik	Jennifer Georgis	Sue Jankowski	George Fear	Dawn Bronson	Geri Burek	Ed McGovern	Steve Foertsch	LAST VOTE Susan Snow
ROLL CALL									
ADDITIONAL General Fund BILL LIST: March 2019	✓	—	✓	—	—	✓	✓	✓	✓
General Fund BILL LIST: April 18, 2019	✓	—	✓	—	—	✓	✓	✓	✓
TREASURER'S REPORT FOR MONTH ENDING: March 31, 2019	✓	—	✓	—	—	✓	✓	✓	✓

## UNFINISHED BUSINESS

1. Discussion of donation from the estate of Francine Zanardo

① Stone Proposal	✓	—	✓	—	—	✓	✓	✓	✓
② Tables Training	✓		✓			✓	✓	✓	✓
Server	✓		✓			✓	✓	✓	✓

## NEW BUSINESS

③ Circulation Door Locks	✓		✓			✓	✓	abstains	✓
④ Staff Computers	✓		✓			✓	✓	✓	✓
⑤ Fireplace	✓		✓			✓	✓	✓	✓

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