

Palos Heights Public Library

Board of Trustees Meeting

August 15, 2024

Minutes

The meeting of the Board of Trustees was called to order at 7:00 PM by Vice-President Zubik. The following Trustees were present: Jankowski, Keough, Key, Rhodes, Snow, Zubik and Peltz. Absent were Trustees Foertsch and Burek. A quorum was declared.

Library staff members attending were Library Director, Jesse Blazek, Business Manager, Terry Fleckenstein, and Youth and Teen Section Supervisor, Tina Ruzala. Representative Riley Martin from Lauterbach and Amen, our auditors, was present.

No members of the public attended and no public comment was offered.

The minutes of the June 20, 2024 were approved on a motion by Trustee Snow and second by Trustee Key. The motion carried on a voice vote.

Trustee Rhodes presented the Treasurer's motions. The first of these was the motion to approve the General Fund bills, totaling \$144,763.75, for the month of June 2024. Trustee Peltz seconded. On a roll call vote, the motion carried. The next motion put forth by Trustee Rhodes was to approve the

Treasurer's report for the month ending June 30 2024. Trustee Key seconded. This motion carried on a roll call vote. Next, Trustee Rhodes moved to approve the general fund bills for the month of July in the amount of \$161,064.22. Trustee Peltz seconded and the motion passed with a roll call vote. Trustee Peltz moved to approve the Treasurer's report for the month ending July 31, 2024. Trustee Key seconded. A roll call vote was taken and the motion carried.

The Vice President asked the Trustees to agree to hear from Mr. Martin, on the subject of our audit, out of order rather than keep him waiting for the approval of the Annual Financial Report when it appears in New Business later in the agenda. With the opportunity for Trustees to question Mr. Martin after his oral report, and learning of the high degree of preparation and cooperation with the audit by the Director and Business Manager, Trustee Rhodes moved to approve this report for FY 2023, and Trustee Key seconded. The motion carried on a roll call vote.

Returning to the agenda, Director Blazek made his additions to the written narrative provided in the Board packets. The question of a continued banking relationship with Old National Bank has been settled, and we will continue to be their depositor/customer. In general, the Director reported that this had been the busiest summer ever for the Palos Heights Public Library. The Director's narrative had brought up the issues created by birds finding entry to the netted area over the

library entrance. With the question being how to approach the next stage of remediation, Trustee Snow moved that the cheaper option of those suggested by the Director, to wit, spending up to \$3200 on netting repair and enhancement be the first step. Trustee Rhodes seconded the motion and it carried on a roll call vote.

Committee reports were given as follows:

Trustee Keogh reported that the Budget and Finance Committee has met once and will have a second, shorter meeting in the future.

Trustee Jankowski reported as the Liaison to the Friends of the Library. The Friends were in the 'community tent' at the Palos Heights Farmers' Market this week and gave away books to visitors at their booth. She and the Director continue to work with the Circulation Supervisor Lorena Rodriguez in planning events to celebrate the 40th anniversary of the Friends in period from October 20-26th.

Trustee Jankowski, as Chair of the Long Range Planning Committee, said that we are still pursuing our 3 goals and continue to refresh our efforts in doing so.

Trustee Snow will make the Nominating Committee report in New Business.

Trustee Key reminded us that the Personnel Committee will meet at 6 PM on September 19th, before the regular Board meeting.

Unfinished Business consisted of continuing updates about the parking lot resurfacing plans and scheduling. The Director reported that core testing had been done and all efforts to get the bidding process initiated and completed before the September board meeting are being pursued

New Business

Approval was sought for the two new recommendations for policies related to Staff benefits. The first, an amendment to the Staff Benefits Policy, was approved on a motion by Trustee Jankowski and second by Trustee Key. The motion carried on a voice vote. The second modification recommended by the Policy Committee relates to Staff Educational Benefits. (I did not write down the movant or the second!) The motion to approve was made by Trustee Jankowski and the motion was seconded by Trustee Key. The motion was carried on a voice vote. The text of both of the approved policies appears as an addendum to these minutes.

Trustee Snow presented the results of the Nominating Committee's deliberations. The slate offered for the elections to be held at the September Board meeting are: for President, Susan Snow; for Vice President, Rose Zubik, for Secretary, Hilary Rhodes and for Treasurer, John Peltz.

Trustee Zubik brought up a new requirement for businesses enacted as Federal legislation, and known as The Corporate Transparency Act. She had some familiarity with its application and deadlines and wanted the Director to become

familiar with it, beginning with the possibility that it applies to public institutions. Director Blazek will delve into this with the Library's attorney.

Trustee Snow moved to adjourn the meeting and Trustee Jankowski seconded, whereupon Trustee Zubik adjourned the meeting at 8:00 PM.



STAFF BENEFITS POLICY

I. INSURANCE

Health Insurance: The Library provides health insurance for employees who work a minimum of 20 hours per week as scheduled by the policy carrier. The library pays 100% of the premium for full-time employees. Part-time employees as well as spouses and children of full-time employees can be insured on the same policy at the employee's expense. See the Library Director for details concerning the type of policy presently being carried and how to continue coverage due to termination or reduction of work hours. An employee that resigns and elects coverage under state regulations may be assessed an administrative fee.

Life Insurance: Full-time employees are eligible for life insurance to begin as scheduled by the policy carrier. Life insurance ceases immediately upon termination of employment. The premium is paid by the Library.

II. RETIREMENT

Staff members who are scheduled to work 1000 or more hours per year begin contributing to the Illinois Municipal Retirement Fund (IMRF) with the first pay period. Benefits are paid per the IMRF policy. The premiums are paid both by the Library Board and the covered employee per the IMRF policy. A letter of resignation must be received to initiate the IMRF pension.

III. PAID TIME OFF

The Library grants four categories of Paid Time Off as delineated below. All requests to use leave should be submitted through the Library's payroll system with no less than seven days of notice when possible.

A. Sick Leave

Full-time employees accrue one day of sick leave for each calendar month they are employed, credited at the beginning of each month of service. Unused sick leave may accumulate up to 36 days. Sick leave in excess of 36 days may be accrued solely for the purpose of additional unpaid sick leave credit for the Illinois Municipal Retirement Fund. Benefits will be in accordance with the IMRF policies and procedures.

Part-time employees are not eligible for sick leave compensation.

B. Personal Leave

Full-time employees may take four (4) personal days per calendar year. New employees, after six (6) months employment, and before January 1, may take one day. There will be no accumulation of personal days.

Regular part-time employees (who work a minimum of 20 hours average per week, excluding Saturday and Sunday) will receive paid personal leave each year calculated on the basis of two-fifths of the average weekly hours scheduled in increments of his/her regular shift hours. New part-time employees after 6 months of employment and before January 1st will receive paid personal leave calculated on the basis of one-fifth of their average weekly hours.

C. Vacations

Effective July 1, 2002, a paid vacation is earned by all full-time employees and part-time employees that work a minimum of 20 hours per week. Vacations should be scheduled so as not to interfere with the operation of the Library. The Board President should be notified when the Library Director takes vacation time.

The number of vacation days given are scheduled by job classification.

I.	Library Director	4 weeks (20 working days)
II.	Department Head or Full-Time Librarian	2 weeks (10 working days)
		3 weeks (15 working days) after five years
III.	Other Full-Time Employees	1 week (5 working days)
		2 weeks (10 working days) after 2 years
		3 weeks (15 working days) after 7 years
IV.	Regular Part-Time Employees (work minimum of 20 hours/week)	1 week (average weekly hours worked previous year)
		2 weeks (average weekly hours worked previous year) after 2 years
		3 weeks (average weekly hours worked previous year) after 7 years

When a regular part-time employee (who works a minimum of 20 hours average per week) takes a vacation day, he/she will be paid for the equivalent number of hours that he/she normally would be scheduled to work on the requested vacation day provided he/she has accrued sufficient hours.

During the first year of employment, Class I & II employees (as referred to in section C above) hired prior to July 1st may take one week of vacation, after completing six months of employment. Employees hired after July 1st may take one week following six months of employment and a second week after their anniversary date and before the end of the calendar year. The following

calendar year they will be on the normal vacation schedule. Part-time employees and other fulltime employees may take one week's vacation after six months of employment if hired prior to July 1st. If hired after July 1st, vacation entitlement begins January 1st of the next year. The vacation hours of regular part-time employees' (who works a minimum of 20 hours/week) will be based on the average weekly hours worked.

Part-time employees who become full-time employees will be given 50% credit for their Palos Heights Public Library work experience toward the accruing of vacation time.

D. Other Paid Time Off

In compliance with the Paid Leave for All Workers Act (820 ILCS 192), any employee who is not otherwise granted paid time off in an amount equivalent to one hour of paid time for every forty hours worked will be granted that amount on a quarterly basis in the form of general Paid Time Off. This PTO will be front loaded on the first day of each quarter throughout the year calculated as one hour of PTO for every forty hours expected to be worked during that quarter. This PTO will accrue up to a maximum of forty hours throughout the fiscal year but be lost if unused after one year. Any unused time is forfeited upon termination of employment.

Adopted: 9/28/2017

Revised: 1/18/2024

Revised: 8/16/2024



STAFF EDUCATION POLICY

I. IN-SERVICE TRAINING

Attendance is required by all employees except pages at in-service training. Exceptions need to be approved by the library director.

II. EDUCATION AND TRAINING

Employees who work more than 20 hours per week are encouraged to take library science and related courses at fully accredited colleges and universities. Employees may receive a 50% rebate of the tuition costs with a maximum allowance of \$1,500 per year, provided they get prior approval of the course(s) from the library director. Reimbursement of the tuition fees will be contingent upon successful completion of the approved course(s), submission of an official transcript, and the availability of budgeted funds. If an employee desires (because of a scholarship, for example), books may be paid for in lieu of tuition. Applicable money limits and conditions still apply.

Full-time employees wishing to attend meetings or conferences sponsored by professional library or library related organizations, of which they are members, will be given a reasonable amount of library time off—if schedules permit. All meetings and conferences must be approved by the library director. Conferences exceeding two days are not to be considered reasonable unless special permission from the Board of Trustees is obtained.

Funds are available for travel, meals, lodging, conference dues, professional association dues, journals, and other special professional activities. Request for such funds must be made in writing to the library director. A line item in the budget called "Professional Development" has been established to handle such request and the distribution of these funds is controlled by the library director.

Adopted: September 28, 2017

Amended: August 15, 2024