

Palos Heights Public Library Board of Trustees

Meeting of November 19, 2020

Minutes

President Burek called the meeting to order at 7:00 PM. The meeting was conducted via Zoom video-conferencing.

The Secretary called the roll and the following Trustees were present: Zubik, Snow, Georgis, Fear, Bronson, Jankowski, and Rhodes, as well as President Burek. Trustee Foertsch was absent. The President declared that a quorum was present.

Library Director, Jesse Blazek, and Business Manager Terry Fleckenstein were present. No guests were present.

With publication of the meeting notice, the Director had provided the public with the opportunity to make public comment via email for reading at the meeting. None was submitted.

Minutes of the October 15, 2020 meeting were review and with a correction, approved and filed.

President Burek then called on Trustee Georgis, in the absence of the Treasurer, to present the Treasurer's motions. The first motion, to approve the General Fund Bills list for October 2020 was seconded by Trustee Zubik. On a roll call vote the motion carried. The second motion made by Trustee Georgis was to approve the Treasurer's report for the month ending October 31<sup>st</sup> 2020. This was seconded by Trustee Zubik and was carried on a roll call vote.

Board President Geri Burek focused her report on welcoming our new Trustee, Hilary Rhodes.

Director Jesse Blazek gave his report. As of November 18<sup>th</sup>, the Library pandemic protocol returned to Phase 2; the building is once again closed to patrons. His observations of the staff's adjustments to this change showed their experience with it from earlier in the year and their willingness and ability to follow the protocol "by the book, to the letter". Staff changes, hires following a resignation, will remain on hold. However, the 2020 spending level will ultimately allow for the new hires. The Library received notice of a \$500 grant for PPE from the Illinois Secretary of State's Office.

The Director continued in place of the Treasurer to summarize the status of spending in light of the 2020 budget. The City Budget and Finance Committee meeting, previously postponed, was postponed again.

No Committee reports were offered.

No further Committee reports were offered. The President noted the type of activity which might be expected from each committee as information for Trustee Rhodes.

## Unfinished Business

No action was suggested, nor taken, on the use of the Zanardo gift.

Regarding the scheduled discussion of the Reopening Plan; the Director covered this in his earlier report. No further decision making by the Board was requested. Several Board members expressed confidence in the “great job” being done by the Director with regard to the application of the plan; his decision to close the building to patrons a “good call”.

## New Business

Motion was made by Trustee Zubik to approve the use of \$5940. From the Special Reserve Account for the retrofit of a 2X2 lighting pendant. The Director, who has the authority to make such an expenditure up to \$5000 explained the process of determining the need and the source/cost. Trustee Georgis seconded the motion which was carried on a roll call vote.

Director Blazek explained the request for approval of the plan to publish a Request for Quote for Architectural Services for the remodeling of the Youth and Teen Services area. The topic has appeared and been discussed previously in anticipation of a time move forward with the plan. This first step was moved by Trustee Zubik and seconded by Trustee Georgis. On roll call vote, the motion carried.

The annual opportunity to recognize contributions to the Library with the George Palmer Award were discussed. Director Blazek recommended naming the Palos Heights Public Library staff as recipients for going above and beyond in service to the Library and its patrons during the pandemic; for their willingness to make adjustments in furtherance of the safety and reopening protocols. Business Manager Terry Fleckenstein commented that those being honored should include Library Director, Jesse Blazek. Trustee Snow moved, and Trustee Zubik seconded the motion to present the George Palmer Award to the entire staff of the Library. Discussion of possible press releases of this award followed.

Director Blazek presented the new requirements for the Illinois Per Capita Grant. The FY 2021 version presents a newly rewritten book of material with the condition for receiving the award the requirement that it all be read and discussed. The Trustees agreed to do this before the February meeting and the Director will make the book available on the Trustees website.

On motion made by Trustee Zubik and seconded by Trustee Rhodes, the meeting was adjourned at 8:00 PM.

The next Board of Trustees meeting is January 21, 2021