

Palos Heights Library Board of Trustees

January 18, 2024 Meeting Minutes

1. The meeting was called to order at 7:09 PM by Presiding President Rose Zubik. The following trustees were present in person: Trustee Steve Foertsch, Sue Jankowski, Diane Key, Hilary Rhodes, and Rose Zubik. Trustees Susan Snow and John Peltz attended via Xoom. Presiding President Zubik announced that a quorum was present.
2. Library Director, Jesse Blazek, was present as was Business Manager Terry Fleckenstein. Staff member Tina Ruzala, Supervisor of Youth and Teen Section, was also present.
3. The minutes of the November 16th Board meeting were approved on Trustee Foertsch's motion, Trustee Jankowski's second, and a voice vote. Motion carried.
4. Treasurer's Report
 - a. In Treasurer Trustee Keough's absence, Trustee Foertsch moved to approve the General Fund bills for the month of November 2023 for \$201,905.09. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
 - b. Trustee Foertsch moved to approve the Treasurer's report for the month ending November 30, 2023. Trustee Key seconded his motion. On a roll call vote, the motion carried.
 - c. Trustee Foertsch moved to approve the General Fund bills for the month of December 2023 for \$391,252.77. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
 - d. Trustee Foertsch moved to approve the Treasurer's report for the month ending December 31, 2023. Trustee Jankowski seconded his motion. On a roll call vote, the motion carried.
5. Director's Report: In addition to his written report included in the trustee narrative packets, Director Blazek highlighted these items:
 - a. The recent emergency closure of the library on January 12th, due to the predicted blizzard. In contrast, he noted that the library did remain open on both MLK day and the day after when many schools were closed for extreme cold temperatures. Visitors were at a minimum both of those days.
 - b. A formal annual report will be ready in February, but a few notable stats for PHPL - increases from 2022 to 2023:
 - i. Total library visits up 32%
 - ii. Total circulation up 20%
 - iii. Youth circulation up 60%
 - iv. Computer use up 47%

- v. Study Rooms up 47%
 - vi. Key statistic - 46% of every person (man, woman and child) in the city of Palos Heights has an active library card
 - vii. When the report is complete, a press release may be warranted, in addition to seeking ways to publicly share and display these great accomplishments.
6. Presiding President Zubik shared a card from The Palos Heights Library staff to the Board thanking them for the generous holiday gifts and party.
7. Presiding President Zubik called for Committee reports and the following were made:
- a. Trustee Foertsch deferred to Director Blazek to report on Building and Grounds. He reported on the November 30th emergency plumbing backflow that needed immediate repair. The bill for the repair totaled \$8,841.00, but using our insurance, the library was only responsible for the \$1,000 deductible. Director Blazek also noted that the Buildings and Grounds Committee will be meeting in February.
 - b. Trustee Jankowski reported that the Friends of the Library is having it's upcoming book sale February 2-4, and notes they are always looking for volunteers for the sale or for book donations. Trustee Jankowski also noted that their long-time Membership Coordinator has had to step down, so Director Blazek is working with some of the Friends to fill that position. Director Blazek also noted that the Friends is now able to use the library's Constant Contact email marketing, and will be able to send out reminders of meetings and book sales to patrons and Friends.
 - c. Trustee Snow reported on behalf of the Personnel committee, as former chairperson when the Director's Evaluation was last completed in November. She notes that the evaluation went well and that our Director meets or exceeds all areas of evaluation. Fundraising was noted as an area of future growth.
 - d. Trustee Zubik deferred her report for the Policy Committee to new business.
8. New Business
- a. Two new additions to our policies have been recommended by the Policy Committee.
 - i. The first is to amend the benefits policy in response to the new Paid Leave for All Workers Act, which went into effect on January 1. Part time workers are now also eligible to receive Paid Time Off, calculated on a quarterly basis. The motion to approve this new policy amendment was made by Trustee Snow and seconded by Trustee Foertsch. On a roll call vote, the motion carried.

- ii. The second policy adjustment was to our financial policy which authorizes the Library Director to authorize expenditures in excess of \$5,000 in an emergency situation. The motion to approve this new financial policy was made by Trustee Jankowski and seconded by Trustee Key. The motion carried on a voice vote.
 - b. Presiding President Zubik called for a motion to approve the repayment of the \$250,000 loan to the City of Palos Heights. Trustee Jankowski moved and Trustee Key seconded. On a roll call vote, the motion carried.
 - c. Presiding President Zubik called for a motion to approve the plumbing backflow repair of \$8,841.00. Trustee Jankowski moved and Trustee Snow seconded. On a roll call vote, the motion carried.
9. On a motion by Trustee Snow and a second by Trustee Key, the meeting was adjourned at 7:48pm.
10. Our next meeting will be February 15, 2024 at 7pm.

Meeting minutes recorded by Trustee Hilary Rhodes