

Palos Heights Public Library Board of Trustees

Meeting of January 21, 2021

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, Foertsch, Georgis, Fear, Jankowski, and Rhodes, as well as President Burek. It was announced that Trustee Bronson has had to resign. The President declared that a quorum was present.

Library Director, Jesse Blazek, and Business Manager Terry Fleckenstein were present. Additionally, new staff member, Carla Dinnocenzo, has joined the Library as a full time employee and member of the Youth and Teen Services Department. The Board had an opportunity to welcome her, and then she left the meeting. Dan Ellanardo, with whom the Library has a contractual relationship, was present from the opening of the meeting thru the discussion of his work later in the agenda.

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 November 19, 2020 meeting were reviewed and approved on a motion by Trustee Zubik, seconded by Trustee Fear. The vote on this motion, as are all votes in meetings on a virtual platform, was conducted by a roll call vote. It carried and the approved minutes are filed.

President Burek then called on Trustee Foertsch, Board Treasurer, to present the Treasurer's motions. The first motion, to approve the General Fund Bills for the month of November 2020, in the amount of \$127,958.08, was seconded by Trustee Zubik. On a roll call vote the motion carried. The second motion made by Trustee Foertsch was to approve the Treasurer's report for the month ending November 30, 2020. This was seconded by Trustee Zubik and was carried on a roll call vote. The Treasurer's next motion was to approve the General Fund bills for the month of December, 2020 in the amount of \$166,705.55. The motion was seconded by Trustee Zubik and carried on a roll call vote. Trustee Foertsch then moved to approve the expenditure of \$420. from the Special Reserve Fund. Trustee Zubik seconded and the motion carried on a roll call vote. The Treasurer's final motion, to approve the Treasurer's Report, was seconded by Trustee Zubik and carried on a roll call vote.

Board President Geri Burek presented her report. While reiterating the fact of Dawn Bronson's resignation as Trustee, the discussion of a letter of gratitude for her service revealed that Mrs. Bronson hopes to return to the Board at some time in the future, and requests no letter be sent. President Burek called the Board's attention to the article about the Board's decision to present the George Palmer Award to the PHPLibrary staff, in The

Regional newspaper. Trustee Burek had also received correspondence from patron, Julie Pietrzak, complimenting the Board on this decision.

Director Jesse Blazek gave his report. The Palos Heights Public library was featured twice in recent editions of the Illinois Library Association *Reporter*. Commenting on the status of virus pandemic mitigation, Director Blazek revealed the position of library workers in the hierarchy of vaccine eligibility: 1-C. Trustee Zubik suggested that a link to the local vaccine access information assembled by Palos Heights be added to the Library's website, which the Director agreed to do. Trustee Zubik expressed appreciation for Director Blazek's ongoing, in depth, analysis of the pandemic data for the benefit of the Library's functioning.

No Committee reports were offered except that Trustee Foertsch indicated that an action item from Budget and Finance appears later in the agenda.

Unfinished Business

No action was suggested, nor taken, on the use of the Zanardo gift, and the topic is deferred to the February meeting.

Regarding the scheduled discussion of the Reopening Plan: the Director reiterated that the Library Reopening Protocol is still in Phase II status with no changes under the current virus conditions and executive orders.

New Business

The President called upon the Trustees to discuss the results of our Request for Qualifications (RFQ) from architectural/design firms looking toward our renovation and redesign of the Youth and Teen Section (YTS). The Director had sent the offerings of four firms in the Board's monthly meeting materials and asked us to read them. Trustee Snow made a motion and Trustee Zubik seconded it early in the discussion: to exclude the Engberg/Anderson and Kluber firms from further consideration. The discussion began with Trustee observations and ended with the Director's and Mr. Ellanardo's (our consultant) input. Trustee Snow was permitted to withdraw her original motion and replaced it with a motion to it invite Studio GC and Product Architecture and Design to present their concepts at the February Board meeting. This motion was seconded by Trustee Jankowski and was carried on a roll call vote. Mr. Ellanardo then left the meeting.

Trustee Foertsch then presented two recommendations from the Budget and Finance Committee. The first was his motion to adopt Resolution #012121-1 which resolves to adopt our FY 2021 appropriation. This motion was seconded by Trustee Georgis and carried on a roll call vote. Trustee Foertsch also presented a motion to transfer \$ 152,534.04 to the Special Reserves account, on or before February 1st 2021, in keeping with our Fund Balance Policy. The motion was seconded by Trustee Georgis and carried on a roll call vote.

The President introduced the next item of new business and Director Blazek explained the proposal to add sick leave to staff members related to the Covid pandemic. While the proposal appeared in the Director's Narrative, in writing, the discussion allowed for the proposal to be refined. Trustee Zubik put the proposal in the form of a motion to add two weeks sick leave to that now existing, for each and every staff member, as a separate policy,

related to the Covid virus, and which sick leave would not be carried over. Trustee Snow seconded the motion and it carried on a roll call vote.

The agenda item listed at 6 (b), was withdrawn by the Director.

Agenda item 7 suggested along with its statutory directions, prompted a motion by Trustee Snow to go into Executive Session. Trustee Zubik seconded it and the motion carried. Prior to the motion, the President and Director described how that context would work in the virtual environment and following the suggested format, the Business Manager left the room and the Director unplugged his headphones and turned away. The session began at approximately 8:10 PM. Minutes of the Executive Session are by recording and will be edited out and kept separately from the Zoom recording of the rest of the meeting . The Board returned from Executive Session at 8:30PM, requesting the Director, using the chat function of Zoom, and Business Manager to return to the meeting.

President Burek asked for a motion to be made on the agenda item and Trustee Zubik moved, with Trustee Georgis seconding, to add a 2.5% merit increase to the 1.5% COLA increase given the staff by the Board to the Director's compensation, , making his total compensation increase 4% for 2021retroactive to January 1st 2021. The roll call vote on this motion carried.

Agenda item 8 raised the Board's compliance with the requirements of FY2021 Illinois Per Capita Grant: a reading and discussion of the newly updated "Serving Our Public". The Board had decided in November to discuss the entire booklet by February's meeting. The Director contributed some observations to the January reading materials, helping to promote this discussion. Further discussion will continue, and conclude, at the February meeting.

Item 9 on the Agenda elicited a motion from Trustee Snow to adopt the Trustee Ethics Statement for 2021. Trustee Jankowski seconded and the motion carried on roll call vote. All Trustees will sign the Statement.

Item 10 on the agenda was a proposal to the Board by Director to consider becoming a "fine free library". The Director had provided a perspective in writing with the Board's written materials. The Trustees began the discussion, including the observation that the Covid protocols have us "fine free" during the pandemic. The matter was referred to the Policy Committee for further hearing and discussion. No action was taken on the substance of the proposal.

At 9:20 PM, Trustee Georgis moved and Trustee Rhodes seconded that the meeting be adjourned and the President then adjourned the meeting.

The next meeting is February 18, 2021 at 7:00 PM.