

Palos Heights Public Library Board of Trustees

Meeting of June 17, 2021

Minutes

President Burek called the meeting to order at 7:01 PM. The meeting was conducted in person at the Library, 12501 S. 75th Avenue, Palos Heights, IL.

The Secretary called the roll and the following Trustees were present in person: Trustee Jankowski, Georgis, Snow, Zubik, Rhodes and Burek. Trustees Fear and Foertsch were absent. The President declared a quorum present.

Library Director, Jesse Blazek, and Public Services Librarian Jeannine Kacmar were present. New member of the Circulation Department staff, Clare Ewer, was present for an introduction to the Board and then departed. The Auditor, our Client Representative and members of the Product Architecture and Design firm were present for their respective participation in the Board's agenda. No members of the public were present in person, nor was any public comment delivered to the Director via email for reading at the meeting.

Minutes of the Meeting of May 20th, 2021, were reviewed and approved on a motion by Trustee Georgis, seconded by Trustee Zubik. The motion carried and the approved minutes are filed.

President Burek then called on Trustee Georgis, in the absence of the Treasurer, to present the Treasurer's motions. The first motion presented by Trustee Georgis, to approve the General Fund Bills for the month of May 2021, in the amount of \$109,849.63, was seconded by Trustee Snow. On a roll call vote the motion to approve the General Fund Bills for May carried. The second motion made by Trustee Georgis was to approve the Special Reserve Fund bills for the month of May in the amount of \$840. This motion was seconded by Trustee Zubik and on a roll call vote, was carried. The next motion by Trustee Georgis was to approve the Treasurer's report for the month ending May 31, 2021. It was seconded by Trustee Jankowski, and was carried on a roll call vote.

Board President Geri Burek welcomed the Board members back to the in-person meeting format in the Library. On behalf of all of the Trustees, she expressed appreciation for the face masks with the PHPL logo on them.

In addition to the Director's Narrative in our packets, the Director reported as follows. The City of Palos Heights was at zero cases of COVID-19. As to the health insurance carrier question which had arisen last, the staff has voted to stay with Aetna.

Committee reports were made by Susan Snow, Chairman of the Personnel Committee and the Friends of the Library. No other Committee Reports were made at this time.

The Personnel Committee will be revising the Director Evaluation form used last year and presenting it to members of the Personnel Committee for use between the June meeting and the August meeting.

Trustee Snow attended the Friends of the Library Committee meeting on June 9th, at which time she became a member of the group. While making her report, she passed out membership applications and encouraged other Trustees to join. The first book sale since the restrictions of the pandemic will take place June 26th-29th and volunteers are needed. Trustee Snow passed a sign up sheet around for that purpose. The Friends will, for now, discontinue the Christmastime in Palos program. They are, however, planning a Christmas movie festival instead. The next meeting of the Friends of the Library is September 8th at 3PM.

Unfinished Business

Regarding the funds attributable to Francine Zanardo's gift, the topic is postponed to the August meeting.

Discussion of the Library Reopening Plan was postponed. The Library is open.

Our Youth and Teen Services Renovation Project was discussed with members of the Product Architecture and Design team joining us for that purpose. Client representative, Dan Eleanardo was present, as were Dan Pohrte and Tiffany Nash of Product AD. Using a visual presentation of staff preferred concepts for the design, Trustees enjoyed the opportunities afforded for many questions and answers of all. The discussions included the projected costs, and sources of funds to pay for them. At the conclusion, Trustee Snow moved and Trustee Zubik seconded her motion to approve the concept. The motion carried on a roll call vote.

New Business

The Auditor, Michael del Valle of Lauterbach and Amen firm presented the Audit report. The written report had been provided to the Trustees in digital form prior to the meeting. Mr. Del Valle explained his opinion, the "highest level" possible, and answered questions about the "unmodified audit" for the Trustees. After discussion, Trustee Zubik moved to adopt the Audit and Trustee Georgis seconded. The motion carried on a roll call vote.

Gratuitously, Mr. del Valle commented on his appreciation of the Board's process of inquiry into the design plan presented earlier in the meeting. Saying that he never saw the process at the beginning, only in the final reconciliation of the financials, he was grateful to have been present to observe.

On a motion by Trustee Zubik and second by Trustee Snow, the meeting was adjourned at approximately 8:55 PM by President Burek.

The next meeting is scheduled for August 19th, 2021 at 7:00PM.