

Palos Heights Public Library Board of Trustees

Minutes of the meeting of November 16, 2023

The meeting was called to order at 7:00 PM by President Geri Burek. The following Trustees were present: Trustee Rhodes, Keough, Key, Jankowski, Foertsch, Zubik, Peltz and Burek. Trustee Snow was not present in person but attended via Zoom. The President announced that a quorum was present.

Library Director, Jesse Blazek, was present as was Business Manager Terry Fleckenstein. Staff member Tina Ruzsala, Supervisor of Youth and Teen Section, was also present.

The minutes of the September 21st Board meeting were approved on Trustee Snow's motion, Trustee Zubik's second, and a voice vote. Motion carried. As there was no meeting held on the regular date for the October Board meeting, due to the lack of a quorum, there were no minutes to review for October.

Treasurer, Trustee Keough, moved to approve the General Fund bills for the month of September, for the total of \$120,754.50 His motion was seconded by Trustee Zubik. On a roll call vote the motion carried. Trustee Keough then moved to approve the Treasurer's report for the month of September and Trustee Foertsch seconded his motion. On a roll call vote, the motion carried. Trustee Keough continued with a motion to approve the General Fund bills for the month of October in the amount of \$150,957.97 and Trustee Key provided the second. This motion carried on a roll call vote. Finally, Trustee Keough moved to approve the Treasurer's report for the month of October 2023 and Trustee Keough seconded. A roll call vote carried the motion.

President Burek welcomed Jon Peltz as the ninth Trustee on the Board. She distributed a list of new committees and the assignments to them.

The Director reported the following in addition to the narrative included in the Trustees packets.

He reported that the Fundraising Event in October raised \$16,310.

Director Blazek informed the Board that a Palos Heights resident is a new intern at the Library.

The most recent receipt from the Osterberg Trust, \$84, 851.12, is sitting in the general fund as tax revenue is awaited.

The Director reminded the Trustees of the upcoming holiday party for staff, to which the Trustees are invited, to take place on December 3rd at Capri Banquet facility.

President Burek called for Committee reports and the following were made:

Treasurer Keough deferred his report to the new business portion of the meeting.

Trustee Foertsch reported for Building and Grounds Committee that the fence has been installed around the air conditioning unit.

City Hall Liaison Burek reported that the City Budget and Finance Committee is scheduled to meet on December 5th at which time they will consider our budget and levy.

Trustee Jankowski and Director Blazek reported that the Friends of the Library raised \$11, 670 from sales in 2023, so far. The Friends membership is at 78 members. They voted to pay for fresh holiday garland for the Library.

In her role as Fundraising Committee Chairman, Trustee Burek thanked everyone who contributed to the success of the fundraising event.

Trustee Snow, Personnel Committee Chairman, reported that the Director Evaluation process awaits responses from members to the draft of the instrument to be used in 2023.

New Business

Director Blazek began by offering a review of the context as a preliminary to requested action. Trustee Zubik then offered a motion, seconded by Trustee Keough, which rescinds the FY2023 Budget Amendments enacted in last September. The vote was taken by a roll call and the motion was carried.

The calendar of Library Closing Dates was discussed as proposed. Trustees considered the need for a June 1st closing in addition to those proposed. Trustee Rhodes moved the amended proposed list, and Trustee Jankowski seconded her motion. On a voice vote the motion carried.

Director Blazek proposed the 2024 Regular Board meeting calendar. Trustee Zubik moved its adoption, Trustee Key seconded the motion and on a voice vote, it was adopted. The Director stated his proposal for Committees to use those dates for their meetings, prior to the Board meeting time.

The annual Staff Appreciation Awards, determined by a previously adopted formula, were approved on Trustee Zubik's motion and Trustee Key's second. The motion carried on a roll call vote.

The discussion of "Serving Our Public 4.0", the required annual standard review for Illinois libraries, was lead by the Director and considered accomplished.

The Board discussed the agenda item to consider the possible recipients of the 2023 Palmer Award. The Board was enthusiastic about recognizing the generosity of the Estate of the Osterbergs and on the motion of Trustee Snow and second by Trustee Zubik, voted to present the Palmer Award to the representatives of the Estate of the Osterbergs, in a voice vote. The Award is traditionally presented at the Staff Holiday party.

Staff information correction noted by Trustee Key: her phone number is 708-638-0397.

On motion of Trustee Keough and second by Trustee Jankowski, the meeting was adjourned at approximately 7:50PM CST.