

Palos Heights Public Library Board of Trustees

Meeting of November 18, 2021

President Burek called the meeting to order at 7:00 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: Trustees Burek, Georgis, Snow, Fear, Foertsch, Jankowski and Rhodes. Trustee Zubik was absent. The President declared a quorum present.

Library Director, Jesse Blazek, Public Services Librarian, Jeannine Kacmar and Business Manager Terry Fleckenstein were present. Dan Pohrte and Tiffany Nash from the architectural firm of Product AD were also present. 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 October 21st were reviewed. On motion of Trustee Georgis and second by Trustee Foertsch, to approve, a vote was taken. The minutes were approved and will be filed.

The President then called on Mr. Porhte and Ms. Nash to make their presentation of final changes in the proposed YTS design. This presentation included estimates of costs, reconsideration of elements and materials based upon increases in their cost since the original conceptualization. Director Blazek described the editing process and answered Trustee questions. Trustee Snow moved to approve the final budget of \$1.2 million for bid documents and Trustee Georgis seconded the motion. On voice vote, the motion carried.

President Burek then called on Trustee Foertsch to present the Treasurer's motions. The first motion presented by Trustee Foertsch, to approve the General Fund Bills for the month of October 2021, in the amount of \$173,665.31, was seconded by Trustee Fear. On a roll call vote, the motion to approve the General Fund Bills for October carried. The second motion, made by Trustee Foertsch, and seconded by Trustee Rhodes, was to approve the Special Reserve Fund bills for the month of August in the amount of \$12,943.06. This motion was carried on a roll call vote. The next motion by Trustee Foertsch was to approve the Treasurer's report for the month ending September 30, 2021. It was seconded by Trustee Georgis, and was carried on a roll call vote.

The President then reported. She has been in a dialog with Paul Dombrowski regarding the State required mask wearing requirement, applied by the Library to its patrons. Mr. Dombrowski is a leader of the Palos Heights Toastmasters group.

Director Blazek reported next that the insurance reimbursement for the Library's elevator repair, a check for \$34, 805, had been received. The check reflected a reduction from cost of the \$2,500. deductible amount.

As to the public bidding process for the Youth and Teen Service remodeling, which can begin now that we have approved the final design and budget, the Director informed us that the decision was made, with the Owners' representative to open the bidding window

January 3, 2022 and close it January 21st. For that reason, a delayed January Board meeting of January 27th was suggested and approved by the Board.

The following Committee reports were given:

President Burek, Chairman of the Building and Grounds Committee, reported on the need to replace the HVAC controller system, which will be advanced in the New Business portion of the meeting.

President Burek, reporting as City Council liaison, reported that Mayor Straz had recently reappointed Trustees Snow, Burek, Georgis and Jankowski to new three year terms. These terms will conclude November 16, 2024.

Trustee Snow reported as Liaison to the Friends of the Library about plans for their planned 'Celebrate the Seasons' event scheduled for Saturday December 4th. Also, the Friends plan to resume their traditional February book sale on February 4-7. Volunteer students are needed and Trustees Rhodes and Fear offered to inquire of teens looking for service hours. The next meeting of the Friends is scheduled for January 12, 2022, at the Library.

Unfinished business as to the Zanardo and Osterberg Estates was deferred to a later date. No changes have been made to the Library's reopening plan.

As to recommendations brought to the Board by the Policy Committee, regarding the Unattended Children Policy and the Persons Without Rides Policy, those matters will also be deferred to a later meeting.

The President called for the New Business portion of the meeting agenda by raising the need for an approval of the Product AD invoice for payment of \$13, 030.24, from Special Reserves. Trustee Snow moved for that approval and Trustee Georgis seconded. This motion carried on a roll call vote.

The invoice of Breeze Creative for \$17,688, for an element of the YTS remodeling, was approved for payment from Special Reserves on the motion of Trustee Fear, and second by Trustee Rhodes. This approval was a roll call vote.

As previously informed about the need for updates to our HVAC controller system, Trustee Foertsch moved, and Trustee Rhodes seconded, the approval of Special Reserves account funds paying for the work to be done by GT Mechanical and described as Phase II and Phase III updates, \$14,000 and \$23,875 respectively. A roll call vote was taken to carry the motion.

Director Blazek described the Illinois Libraries Present Inter-Governmental Agreement proposed programs. The Agreement sets up a plan for co-operative programming, to offer to patrons, in the nature of the recent network of libraries attracted to our Bohjalian author program. On motion by Trustee Georgis and second by Trustee Rhodes, a roll call vote was taken; the motion carried.

The meeting concluded with discussion of the Director's summaries and observations about the areas of Library function covered in the FY2022 Per Capita Grant Requirement, as well as our Library's status in relation to recommendations

Trustee Snow moved to adjourn the meeting and Trustee Jankowski seconded the motion.

The meeting was adjourned by President Burek, at 8:25 PM.

The next meeting is January 27th, 2022.