



PALOS HEIGHTS  
PUBLIC LIBRARY

# Board of Trustees Meeting Minutes

September 19, 2019 Regular Meeting

President Susan Snow called the meeting to order at 7:02pm at the Palos Heights Public Library, 12501 South 71<sup>st</sup> Avenue, Palos Heights, Illinois.

Present were Trustees: Geri Burek, Sue Jankowski, Jennifer Georgis, Susan Snow, Ed McGovern, Dawn Bronson, and George Fear.

Absent were Trustees: Steven Foertsch and Rose Zubik.

Also present were Library Director Jesse Blazek, Jeannine Kacmar, and Terry Fleckenstein.

**Welcome of Guests:** none

**Public Comment:** none

**Correspondence:** none

## **Treasurer's Motions:**

Trustee Burek moved and Trustee Georgis seconded a motion to approve the Additional General Fund bills for August 2019 in the amount of \$109,502.04. On a roll call vote, all in favor and motion carried.

Trustee Georgis moved and Trustee Burek seconded a motion to approve the Additional Special Reserves Fund bills for August 2019 in the amount of \$13,846.50. On a roll call vote, all in favor and motion carried.

Trustee Georgis moved and Trustee Bronson seconded a motion to approve the General Fund bill list dated September 19, 2019 in the amount of \$59,627.00. On a roll call vote, all in favor and motion carried.

Trustee Burek moved and Trustee Bronson seconded a motion to approve the Special Reserves Fund bill list dated September 19, 2019 in the amount of \$11,344.77. On a roll call vote, all in favor and motion carried.

Trustee Georgis moved and Trustee Jankowski seconded a motion to approve the Treasurer's Report for the month ending August 31, 2019. On a roll call vote, all in favor and motion carried.

Trustee Georgis moved and Trustee Fear seconded a motion to approve spending funds on the staff holiday party in the amount originally allocated in the Library's FY2019 budget. On a voice vote, all in favor and the motion carried.

**President's Report:**

Trustee Snow expressed her gratitude for the opportunity to serve as the Board's President for the past few years and encouraged other Trustees to be ready and willing to take their turn serving in this capacity.

**Director's Report:**

Director Blazek presented a written report as part of the month's Board Packet. Additionally,

**Minutes of August 15, 2019** General Meeting were unanimously approved on a voice vote with no corrections or additions.

**Committee Reports:**

Budget & Finance – Deferred to new business

Building & Grounds – No report

City Council Liaison – No report

Ethics Officer – No report

Friends of the Library Liaison – No report

Long Range Planning – No report

Nominating – Deferred to new business

Personnel – No report

Policy – No report

### **Unfinished Business:**

1. Discussion of donation from the estate of Francine Zanardo  
Director Blazek informed the Board that the Library is in receipt of a check for \$75,000.00 from the Estate of Mrs. Zanardo. This is the second disbursement from her estate and brings her total gift to \$175,000.00 to date with a final disbursement expected by the end of the year.  
Discussion ensued about how to spend this donation. While a decision on the spending of the majority of the funds was deferred to a later date, Trustee Georgis moved and Trustee Burek seconded a motion to allocate funds from this donation to pay for this year's Staff Holiday Party. On a voice vote, all in favor and motion carried.

### **New Business:**

2. Approval of FY2020 Annual Budget  
Trustee Georgis presented the proposed FY2020 Library Budget on behalf of the Budget & Finance Committee. After a brief discussion, Trustee McGovern moved and Trustee Georgis seconded a motion to approve the FY2020 budget as presented in the total amount of \$1,728,495.91. On a roll call vote, all in favor and motion carried.
3. Approval of FY2019 Levy  
Trustee Georgis presented the proposed FY2019 Levy Resolution on behalf of the Budget & Finance Committee. After a brief discussion, Trustee Georgis moved and Trustee Burek seconded a motion to approve the Resolution as presented in the amount of \$1,665,437.00. On a roll call vote, all in favor and motion carried.
4. Approval to enter into contract for FY2019 annual audit  
Library Director presented the results of an informal RFP process to find a new auditing firm to conduct the library's FY2019 financial audit. Following a brief discussion, Trustee Georgis moved and Trustee Bronson seconded a motion to authorize Library Director Jesse Blazek to enter into a contract with Lauterbach & Amen at a cost not to exceed \$6,260 for FY2019. On a roll call vote, all in favor and motion carried.
5. Approval to pay for Trustees Snow and Georgis to attend the 2019 Illinois Library Association Conference:

This year's conference is being held in Tinley Park. Trustee Snow indicated interest in attending on October 22, and Trustee Georgis indicated interest in attending on October 24. Trustee Snow requested funds to be spent to pay for conference registration fees to attend the ILA Conference on October 22. On a roll call vote, all in favor and motion carried.

Trustee Georgis requested funds to be spent to pay for conference registration fees to attend the ILA Conference on October 24. On a roll call vote, all in favor and motion carried.

6. Approval of proposed slate of officers for 2019-2020 term:

The proposed slate of officers presented at the August meeting is as follows:

President: Geraldine Burek

Vice President: Jennifer Georgis

Treasurer: Steven Foertsch

Secretary: Susan Snow

Following a brief discussion, Trustee Fear moved and Trustee Jankowski seconded a motion to accept the slate of officers as presented. On a voice vote, all in favor and motion carried.

Trustee Georgis moved and Trustee McGovern seconded a motion to adjourn. On a voice vote, all in favor and the meeting was adjourned at 8:09pm.

Next Meeting: Thursday, October 17, 2019 at 7:00pm.