

Palos Heights Public Library Board of Trustees

Meeting of November 21, 2019

Minutes

President Burek called the meeting to order at 7:00 PM in the Library, 12501 S. 71st Avenue, Palos Heights, Illinois.

The Secretary called the roll and the following Trustees were present: Bronson, Snow, McGovern, Foertsch, Zubik, Jankowski, Georgis, Fear as well as President Burek. Trustee Jankowski arrived a few minutes after the start.

The Library Director, Jesse Blazek, Public Services Librarian Jeannine Kacmar and Library Business Manager Terry Fleckenstein were present.

There were no guests nor members of the public in attendance.

The minutes of the meeting of October 17, 2019 were approved as read, on a motion by Trustee Snow, seconded by Trustee Zubik.

The President called on the Treasurer, Trustee Foertsch. He moved, and Trustee Georgis seconded the motion to approve the additional General Fund Bill list for the month of October in the amount of \$81,607.21. On a roll call vote, the motion carried. Trustee Foertsch's next motion, also seconded by Trustee Georgis, was to approve the additional Special Reserve Fund Bill list for the month of October in the amount of \$206. On roll call vote the motion carried. Trustee Foertsch's next motion, seconded by Trustee Georgis, to approve the General Fund Bill list dated November 21, 2019 in the amount of \$64,132.51 was put to a roll call vote and carried. Trustee Foertsch next moved, and Trustee Zubik seconded, to approve the Special Reserve Fund Bill list dated November 21, 2019 in the amount of \$7674.98. On a roll call vote the motion carried. The Treasurer's final motion was to approve the Treasurer's report for the month ending October 31, 2019. Trustee Georgis seconded the motion and on a roll call vote, it carried.

The Board President Geraldine Burek then gave her report. She distributed the Trustee Facts File materials for the later discussion supporting the Library's request for the FY2020 Per Capita Grant.

Library Director Jesse Blazek made his report, including participation by staff in the Kris Kringle Market, Christmastime in Palos and the Staff Holiday party. He reported on the phase out of staff prior to the implementation of the new minimum wage requirements in January. Veterans Day hospitality was robustly attended; approximately 30 people.

There was no correspondence to be read.

President Burek called upon Committee Chairmen for reports. Trustee McGovern, Chairman of the Building and Grounds Committee, reported that Dan Ilinardo was being engaged to make a proposed plan and give an estimate for its changes to the layout of the Youth and Teen area. The engagement, at \$2800. was within the authority of the Director and no vote by the Board was needed. As to the City Council Liaison, Board President Geri

Burek, Chair, reported that Trustees Burek, Foertsch, and Snow, and Director Blazek attended the City Council Budget and Finance Committee meeting in support of our request for an exemption of the levy, and of the positive reception of that Committee and to our request. Trustee Snow, Friends of the Library Committee, added encouragement for Trustees to attend the upcoming “Christmastime in Palos” produced by the Friends. There were no reports from Nominating or Long Range Planning Committees, and the Chairs of Personnel and Policy Committees deferred their reports to the New Business part of the meeting.

Unfinished Business regarding the item 1: The Zanardo estate was a report that the Francine’s Forest sign has been installed. Regarding item 2, there were no requests for travel authorization at this meeting.

The New Business items on the Agenda were addressed, though out of order.

1. First addressing the scheduled attention to recommendations of the Building and Grounds committee, no action was needed.
2. As to the Approval of a new Gifts and Donation Policy, Trustee Zubik reported on the Committee’s work and moved to adopt the Proposed Policy. Trustee Snow seconded and the motion carried on voice vote.
3. It had been recommended by the Director, in his report, that the Board present a second George Palmer award at the Staff Holiday party on December 8th, and that the recipient be Mary Ann Zahorik. Moved by Trustee Zubik and seconded by Trustee Jankowski a unanimous vote declared that Ms. Zahorik’s extensive creative contributions to the Library during this 75th anniversary year be recognized with the George Palmer award.
4. Previously distributed online and in print form, the Trustee Facts material was discussed by the Board. This action by the Board, collectively and as considered individually prior to the meeting, will be reported to satisfy the requirements of the FY2020 Per Capita Grant.
5. The Personnel Committee reported on the subject of their recent meeting: creating a process for Director Evaluation. Trustee Snow, Committee Chair, reported on the Committee’s meeting and recommendations. She first moved to give authority to the Personnel Committee that the Board adopt a procedure with which to Evaluate the Director annually, and that the Personnel Committee be responsible for it. Seconded by Trustee Fear, the motion carried. Next, Trustee Snow moved that the first Evaluators be Trustees, only and to make plans for the inclusion of staff at a later time. Also Seconded by Trustee Fear, and carried. Trustee Snow moved and Trustee Bronson seconded the recommended procedure, which motion passed and was followed by a motion by Trustee Snow to adopt the Evaluation instrument the Committee had approved; Seconded by Trustee Zubik. A motion was then made by Trustee Snow to go into executive session, as allowed by the terms of the agenda, to consider compensation adjustment for the Director. This motion was seconded by Trustee Zubik and the motion carried. Executive Session took place according to Statute. On return to regular session Trustee Snow moved that the board approve the

Personnel Committee's recommendation regarding the Director's compensation adjustment, effective January 2020. The motion was seconded by Trustee Bronson and carried, unanimously, in a roll call vote.

A motion to adjourn the meeting was made by Trustee Burek, with second by Trustee Zubik, and carried. The President ruled the meeting adjourned at approximately 8:35 PM.

The next Board meeting is Thursday, January 15, 2020 at 7:00 PM

Respectfully Submitted,

Susan Snow

Recording Secretary of the Board of Trustees