

## Palos Heights Public Library Board of Trustees

Meeting of September 19, 2024

### Minutes

The meeting of the Board of Trustees was called to order at 7:00 PM by Board President Geri Burek. The following Trustees were present: Keough, Key, Foertsch, Rhodes, Snow, Peltz, and Burek. Absent were Trustees Jankowski and Zubik. A quorum was declared.

Library staff members attending were Library Director, Jesse Blazek, Business Manager, Terry Fleckenstein, and Youth and Teen Section Supervisor, Tina Ruzsala. Owners' representative Dan Eallonardo was also present.

No members of the public attended and no public comment was offered.

The minutes of the August 15, 2024 meeting were approved on a motion by Trustee Snow and second by Trustee Rhodes. The motion carried on a voice vote.

Trustee Keough presented the Treasurer's motions. The first of these was the motion to approve the General Fund bills, totaling \$148,493.14, for the month of August 2024. Trustee Key seconded. On a roll call vote, the motion carried. Trustee Keough next moved to approve the Treasurer's report for the month ending August 31, 2024. Trustee Rhodes seconded. This motion carried on a roll call vote.

The President did not make a report. With the Board's agreement, she invited the Owners' Representative to inform the Board members about the imminent plans for resurfacing the parking lot, taken out of order, in the business before the Board.

Mr. Eallonardo reported, with the Director, that the contract for resurfacing was put out to bid, as required. The low bidder, McGill Construction, bid \$99,117 for their base and alternate bids, taken together. Mr. Eallonardo presented the overall project budget he had previously prepared, which suggested a possible cost of \$137,867. Mr. Eallonardo, therefore, recommended that the Board accept this bid and allow work to be scheduled immediately. Trustee Snow moved that the contract for parking lot resurfacing be awarded to McGill Construction for the combined base and alternate bid of \$99,117. This motion was seconded by

Trustee Key and carried on a roll call vote. The fact of the contract award will be communicated to the contractor and work will be scheduled.

The Director reported, in conjunction with this action, about the plans for Library closure during the resurfacing. Trustee discussion and suggestions regarding public awareness of the upcoming work and closure followed.

There was no correspondence.

The President called upon Committee Chairmen to make reports, and the following were made:

Budget and Finance chairman Trustee Keough deferred this report to New Business.

Trustee Foertsch reported that the Building and Grounds Committee will meet on October 17<sup>th</sup> at 6:00 PM.

For the Friends of the Library, Director Blazek reported that National Friends of the Library Week begins October 20<sup>th</sup>. On October 26<sup>th</sup> an ice cream social will be held in honor of the Friends. Additional recognition of our Friends will include a book giveaway, a bookmark creating contest, and a feature on PHTV4. The Friends of the Palos Heights Public Library have raised just under \$11,000 this year.

The Nominating Committee report is deferred to New Business.

The Personnel Committee report is deferred to New Business.

## New Business

Trustee Peltz moved to approve the Budget for FY 2025 after an amendment to the original document proposed is made, removing the \$225,000 at line item 7001 and re-reconciling all budget numbers after doing so. Trustee Rhodes seconded the motion. This motion carried on a roll call vote.

Trustee Snow moved to approve the FY 2024 Levy of \$1,964,411. Trustee Key seconded the motion, which carried on a roll call vote.

Trustee Key made the report of the Personnel Committee as related to compensation for the Library Director. The Committee met before the Board meeting and recommended increases for the Director's compensation. The

performance evaluation, completed by the Committee members, rated the Director with the highest possible score. Several years have passed since the Board has been able to consider a merit increase for the Director. The motion made by Trustee Key was to award a 3% increase in the Director's compensation based upon merit, and an additional 3% increase based the fact that in the last several years he had not received a merit increase. Trustee Snow seconded. The roll call vote carried this motion.

The next item of new business was presented by the Director. A proposed gift to honor the memory of Elenor Hawley, with donated art work, was discussed. After some discussion, Trustee Snow made a motion to lay the subject on the table, seconded by Trustee Peltz. Carried on a voice vote.

Trustee Snow reiterated the nominated slate of officers for election at this meeting. The President called for any nominations from the floor for each of the offices and none were proposed. Trustee Key moved the election of the entire nominated slate: Trustee Susan Snow for President, Trustee Rose Zubik for Vice President, Trustee Hilary Rhodes for Secretary, and Trustee John Peltz for Treasurer. The motion was seconded by Trustee Key and carried on a voice vote. Accordingly these Trustees are elected to office: Susan Snow as President, Rose Zubik as Vice President, Hilary Rhodes as Secretary and John Peltz as Treasurer.

Appreciation was expressed by the Trustees for Trustee Geri Burek's service as President.

Trustee Keogh moved to adjourn the meeting and Trustee Peltz seconded the motion, whereupon President Burek adjourned the meeting at 8:01 PM.

The next meeting is October 17, 2024.