

Palos Heights Library Board Meeting

Minutes October 17, 2024

1. The meeting was called to order at 7:01 PM by President Susan Snow. The following trustees were present: Hilary Rhodes, Rose Zubik, Geri Burek, Steve Foertsch, Sue Jankowski, and John Peltz.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager and Tina Ruszala, Supervisor of Youth and Teen Services.
3. No members of the public attended and there was no public comment.
4. The minutes of the September 19th regular board meeting were approved on Trustee Rhodes's motion, Trustee Jankowski's second, and a voice vote.
5. **Treasurer's Report**
 - a. Treasurer John Peltz moved to approve the General Fund bills for the month of September for \$135,152.10. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
 - b. Treasurer John Peltz moved to approve the Treasurer's report for the month ending September 30, 2024. His motion was seconded by Trustee Jankowski. On a roll call vote, the motion carried.
6. **President's Report** by President Susan Snow
 - a. President Snow acknowledged those who contributed to the success of the parking lot project, including our excellent Owner's Rep Dan Eallonardo.
 - b. President Snow reminded us that it is our privilege to serve our community. She plans to find ways to enhance trustee skill sets throughout the coming year. One way to do this is having special guests from various library departments visit our meetings to share and inform.
 - c. Other goals of the year are to nurture leadership within the trustees and provide parliamentary procedure training.
7. **Director's Report:** In addition to his written report included in the trustee narrative packets, Director Blazek highlighted these items:
 - a. 100% of tax revenues for the year have now been received and the library's financial health is great!
 - b. Parking Lot update - Stayed mostly on plan, even with the rainout day this past Tuesday.
 - i. Library was closed Monday–Wednesday. Opened at 1pm on Thursday with street parking only.
 - ii. Parking lot should be ready for use by Monday at opening!

Impressive one week start to finish project by an efficient and clean crew.

- iii. Some of the contingency will be used for 2 parking bumpers that needed replacement and possibly the extra stretch of curb by the main entrance that was a little higher than it should be (recommended by our Owner's Rep Dan Eallonardo).
- iv. Upon return to the library in person on Thursday, staff got to work getting through the backlog of returns (curbside return worked out well) and patrons have been understanding.

8. **Committee Reports** began with President Snow handing out new committee assignments for the trustees for the coming year and calling for the committee reports.

- a. Trustee Foertsch reported for **Building and Grounds** - The parking lot is 8 years in the making, coming in under original expected budget and in a timely manner. The committee also met just prior to this meeting. This year it is important to build back the reserve fund. The outdoor fountain that has been previously discussed will be tabled for this year, although still hoped for in the future. Total of next year's spending on B&G - around \$58,000 - much of it technology related.
- b. Sue Jankowski reported for **Friends of the Library** – celebrating their 40th Anniversary October 20-26. The friends received a mayor's proclamation at this past week's city council meeting, received by acting president Patti Mueller. Notable events and happenings include:
 - i. Thursday, October 24th, 7pm: Friends sponsored event - The Basics of Paranormal Investigating. The Friends will have a table with coffee and cookies to share about Friends and give out free adult books
 - ii. Saturday, October 26th, 1-3pm: Ice Cream Social for all ages, free books for teens and children
 - iii. 3 winners announced for the bookmark contest - each received a \$25 Amazon gift card and an invitation to the ice cream social to be recognized. We had 40+ entries and bookmarks will be produced and available at the circulation desk downstairs or upstairs in Y&T services.
 - iv. Celebrating Book Nook - patrons have been encouraged to add post-it notes with their favorite author or book and stick it in the book nook.

9. There was no correspondence.

10. **Unfinished Business** - Trustee Rhodes created an alternative idea for the donated artwork in memory of Elenor Hawley. The motion to approve this artwork was made by Trustee Jankowski and seconded by Trustee Peltz. On a voice vote, the motion carried.

11. **New Business**

- a. Trustee Zubik moved to approve the proposed list of 2025 Library Closings. Trustee Rhodes seconded the motion. This motion carried on a voice vote.
 - b. Trustee Peltz moved to approve the proposed list of 2025 Regular Board Meetings, with the following amendment to the June meeting: approved date of Wednesday, June 18th (instead of June 19th). Trustee Zubik seconded the motion. This motion carried on a voice vote.
 - c. Trustee Zubik moved to approve the annual staff appreciation awards in the total amount of \$4,400. Trustee Foertsch seconded the motion. Trustee Zubik would like to review this policy with the Policy Committee in the spring for next year, as it hasn't been reviewed in several years. The motion carried on a roll call vote.
 - d. Trustee Jankowski moved to approve the Palmer Award for longtime Friends of the Library Marge Damm and Bill Poore. Trustee Zubik seconded the motion. The motion carried on a voice vote.
12. The annual Holiday Party is scheduled for the evening of Sunday, December 15th. Staff, trustees and Friends of the Library are all invited and encouraged to attend. The George Palmer Award will be awarded at that time.
13. Monday, November 11th, 11:30am, Veteran's Day Reception - President Snow encouraged trustees to come to the library and participate in this meaningful event.
14. On a motion by Trustee Rhodes and a second by Trustee Zubik, President Snow adjourned the meeting at 7:59pm.
15. The next board meeting is Thursday, November 21st, 7:00pm.

Meeting minutes recorded by Secretary, Hilary Rhodes.