

## Palos Heights Library Board Meeting

March 21, 2025 Minutes

1. The meeting was called to order at 7:00 PM by President Susan Snow. The following trustees were present: Hilary Rhodes, Steve Foertsch, Sue Jankowski, John Peltz and Dianne Key. Rose Zubik and Patrick Keough were absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, Tina Ruzala, Head of Youth & Teen Services and Lorena Rodriguez, Head of Technical Services.
3. No members of the public attended and there was no public comment.
4. The minutes of the February regular board meeting were approved by a voice vote.
5. **Treasurer's Report**
  - a. Treasurer Peltz moved to approve the General Fund bills for February 2025 for \$129,083.17. His motion was seconded by Trustee Key. On a roll call vote, the motion carried.
  - b. Treasurer Peltz moved to approve the Treasurer's report for the month ending Feb. 28, 2025. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
6. **President's Report:** Cook County Clerk's office sent out the Statement of Economic Interests (SEI) - Trustee Snow encouraged all trustees to fill this out at our earliest convenience. These forms are due May 1st.
7. **Director's Report:** In addition to his written report included in the trustee narrative packets, Director Blazek noted that the complete IPLAR (ILLINOIS PUBLIC LIBRARY ANNUAL REPORT) pdf is in our trustee packet this month for our reference, as that was just completed by Director Blazek (due each March 1st).
8. There was no correspondence.
9. **Committee Reports**
  - a. **Budget & Finance** - the committee met tonight before this regular meeting. The library is on budget and finances are all in order. The list of the current expenditures from special reserves are listed in the Director's Report.
  - b. Trustee Foertsch reported for **Building and Grounds** – Biggest issue is the leak on the front of the building which we are addressing in new business.
  - c. **City Council Liaison**, Trustee Jankowski raised the question of the

purpose of this committee/position. President Snow will consult library law to look if there is anything we need to follow before dissolving a committee.

- d. Trustee Jankowski reported for **Friends of the Library** – notable events and happenings include:
  - i. Nice turnout for the last meeting.
  - ii. The Little Free Library at the Palos train station was vandalized, a small amount of books will be put there for now.
  - iii. Some contributions the Friends will be making include:
    - 1. Summer Reading Kickoff Party - \$1,000.00
    - 2. Fablab - \$800.00
    - 3. A new tree at the west end of the parking lot - \$850.00
  - iv. The February book sale had \$2550 in sales
  - v. Next Friends Book Sale - August 15, 16, 18, 19
  - vi. National Library Week - April 6-12: Patron Appreciation Day  
Tuesday, April 8th - ½ price book day
  - vii. Looking for book, dvd and cd donations!
- e. **Nominating** had no report but President Snow let us know that Nancy Silvestri will be coming to help the trustees learn parliamentary procedures for libraries, which will help any future nominees.
- f. There were no reports from the **Ethics, Long Range Planning, Nominating, Personnel, and Policy** Committees.

## 10. New Business

- a. Presentation by **Lorena Rodriguez**, Head of Technical Services  
Cataloging of materials, placing the orders, adding barcodes and spine labels, thinking about accessibility. There are three part time employees in the Technical Services Department that Lorena oversees. Technical Services helps to get books in the patrons' hands! Lorena is a key part of the larger management team, no matter the task or event.
- b. Trustee Foertsch made a motion to **approve the Water Leak Evaluation proposal** from Building Technology Consultants, Inc. in an amount not to exceed \$14,900. Trustee Key seconded the motion. This motion carried on a roll call vote.
  - i. Discussion was about this just being a diagnostic project, and we won't know until we have this done how much we will need to spend to possibly fix the problem.

- c. Trustee Rhodes made a motion to approve April 8th National Library Workers Day honoraria in a total amount of \$675 (\$25 per staff member). Trustee Key seconded the motion. The motion carried on a roll call vote.
  - d. Trustee Jankowski brought up the Ramadan storytime and whether this was the library hosting a religious event. She suggested we find out what the legal components are of hosting an event like this.
    - i. Director Blazek added that these are cultural events that people in our community celebrate that we are recognizing to meet the patrons needs. The intention is not to hold a religious service in any way.
  - e. On a motion by Trustee Key and a second by Trustee Foertsch, President Snow adjourned the meeting at 8:03pm.
11. The next board meeting is Thursday, April 17th at 7:00pm.