

Palos Heights Library Board Meeting

October 16, 2025 Minutes

1. The meeting was called to order at 6:31pm by President Rose Zubik. The following trustees were present: Rose Zubik, Dianne Key, Patrick Keough, Hilary Rhodes, John Peltz, Maria Koeppen, Sue Jankowski and Steve Foertsch. Susan Snow joined via zoom.
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. Nancy Sylvester and Brooke Peterson joined us on Zoom for the Unfinished Business.
3. No members of the public attended and there was no public comment.
4. **Unfinished Business:** Continued Presentation on Parliamentary Procedure and Trusteeship by Nancy Sylvester on Zoom with an attached handout and notes.
5. Trustee Keough moved to approve the minutes of the September regular board meeting and Trustee Key seconded. The minutes were approved by a voice vote.
6. **Treasurer's Report**
 - a. Trustee Peltz moved to approve the General Fund bills for September 2025 for \$152,862.79. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
 - b. Trustee Peltz moved to approve the Treasurer's report for the month ending September 30, 2025. His motion was seconded by Trustee Rhodes. On a roll call vote, the motion carried.
7. No President's Report
8. **Director's Report:** In addition to Director Blazek's written report:
 - a. Update on a Temp Loan from the City for tax anticipation loan: The city of Palos Heights met on Tuesday and a temporary loan for the library was discussed and the plan is that Jesse will attend next month's city finance meeting to answer any questions, and a check should come through by late November. We are in good shape to have the money before we need it.
9. There was no correspondence.
10. **Committee Reports**
 - a. Building & Grounds met before the meeting tonight, and they went over the proposed list of projects for 2025, and Director Blazek will produce a report for 2026 at the beginning of next year.

- b. Fundraiser for the Friends of the Library at Aurelio's on November 13th and Friends will receive 20% off if you mention it!

11. New Business

- a. A motion to approve the 2026 Library Closing Dates was made by Trustee Rhodes. On a voice vote, the motion carried.
 - b. A motion to approve the 2026 Regular Board Meeting Dates was made by Trustee Jankowski. Trustee Peltz made a secondary motion to amend the starting time of our board meetings for 2026 to 6:30pm. On a voice vote, the motion carried.
 - c. A motion to approve the Staff Appreciation Awards for a total of \$4,425.00 was made by Trustee Snow. On a roll call vote, the motion carried.
 - d. A motion was made to award Geri Burek the 2025 Palmer Award by Trustee Trustee Jankowski. On a voice vote, the motion carried.
 - e. Jesse Blazek presented Committee Assignments for 2025-2026, included in the board packets.
 - f. Library Holiday Party is December 14th 5:30pm at Mama Vesuvio's
12. Trustee Peltz moved to adjourn the meeting. President Zubik adjourned the meeting at 8:01pm.
13. The next board meeting is Thursday, November 20th at **6:30pm**. The meeting is starting early for further education on Parliamentary Procedure by Nancy Sylvester.

Minutes recorded by Hilary Rhodes, Secretary