

BOARD OF TRUSTEES MINUTES

January 16, 2019

A quorum was met for the January 16, 2019 meeting of the Palos Park Library Board. Present: Mary Lou Bareither, Steve Desmond, Kathy Finan, and Michael T. Tannura, Kathy Branigan and Dave Trzcinski (5:15 p.m.). Also present: Kathryn Sofianos, Library Director.

Call to Order

Mary Lou Bareither called the meeting to order at 5:05 pm.

Public Comments

There were no public comments.

Approve Minutes of the Regular Board meeting of November 28, 2018

Mary Lou Bareither made a motion to approve the Secretary's Minutes of the November 28, 2018 Board Meeting. Kathy Branigan seconded. Motion carried unanimously.

Correspondence

Bonnie Triezenberg, an employee of the Palos Park Library, sent a note thanking the Board for her bonus. She also thanked Kathryn Sofianos for her direction and support as director of the library and the members of the Library Board for their commitment and support as well.

An invitation was received for the Palos Area Chamber of Commerce Annual Dinner to be held at the Palos Country Club on January 25, 2019. The Board recommended that Kathryn and another staff member attend the function. The money to attend will be taken out of the Professional Development account of the library's budget.

A letter was received from the Together We Cope organization thanking the library for their generous donation. Because of the library's Hat and Mitten Tree, eight boxes of clothing were collected and delivered.

Library Director's Report

Many activities contributed to the library's season of giving. Boxes of clothing from the Hat and Mitten tree were provided to Together We Cope, fines were paid with nonperishable food donated to the Palos Park Cadets Township food drive, and a box of pet donations will be delivered to P.A.W.S. Animal Shelter.

The library participated in the Village of Palos Park's Tree Lighting and Market by decorating a tree and hosting a table where visitors could pick up a free library button.

As part of School District 118's Read-a-thon, the library will have a table at the Camp-In Night at Palos East Elementary and will donate a raffle basket to the event.

Repairs were made to one of the library's doors and the water fountain.

The 2019 per capita grant application was submitted. The 2019 per capita funds should be distributed by the Illinois State Library in July.

After discussion with three roofing companies to get proposals for roof replacement, the whole roof does not need to be replaced. Two of the three companies have submitted a proposal. Once the third proposal comes in, the recommendation is to replace the west side of the building with a durable material that will

last 15-20 years and cost under \$25,000.00.

Review of the Monthly Financial Report

The Board reviewed and discussed the payment of bills for November 22, 2018 through December 19, 2018. Steve Desmond made a motion to approve the payment of bills for November 22 through December 19, 2018 in the amount of \$35,154.40. Michael Tannura seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the payment of bills for December 20, 2018 through January 16, 2019. Steve Desmond made a motion to approve the payment of bills for December 20, 2018 through January 16, 2019 in the amount of \$36,056.74. Michael Tannura seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for November 2018. Steve Desmond made a motion to approve the monthly statement for November 2018. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for December 2018. Steve Desmond made a motion to approve the monthly statement for December 2018. Kathy Branigan seconded. Vote was taken by roll call and motion carried unanimously.

Unfinished Business

There was no unfinished business.

New Business

Kathryn Sofianos has requested that the library be closed on Friday, March 22, 2018 for a staff Inservice day. The Inservice would cover CPR, IAD, and NARCAN. Also, discussion for the new 3-year Strategic Plan would be begin. A vote to approve the closure will be held at the next board meeting on February 20, 2019.

The board discussed the idea of having a library Donor Tree. Kathryn will investigate vendors and report her findings at the February board meeting.

Adjournment

Dave Trzcinski made a motion to adjourn the meeting at 6:00 pm. Steve Desmond seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan.
Next meeting is on February 20, 2019 at 5:00 p.m.