

**PALOS PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES REGULAR MEETING
Wednesday, February 16, 2022
Virtual**

A quorum was met for the February 16, 2022 meeting of the Palos Park Public Library Board of Trustees. Present: Gurb Ahluwalia, Mary Lou Bareither, Kathy Branigan, and Jennifer Gallagher. Absent: Kathy Finan. Also present: Kathryn Sofianos, Library Director, and Amanda Neely, Resident.

Call to Order

The meeting was called to order at 5:05 pm.

Swearing in Ceremony of Amanda Neely to the Library Board

Amanda Neely was sworn in as a member of the Palos Park Public Library Board of Trustees.

Public Comments

None

Approve the Minutes of the Regular Board Meeting of January 19, 2022

Mary Lou Bareither made a motion to approve the Secretary's Minutes of the January 19, 2022 Board Meeting. Kathy Branigan seconded. Vote was taken by roll call and motion passed unanimously.

Correspondence

None

Library Director's Report

- The library went live in January with SWAN's new public catalog platform, Aspen. Try out the new and improved catalog at <https://pps.swanlibraries.net>.
- A hands-free bottle filling station was installed in the restroom hallway. To avoid freezing and possible bursting of the outside water supply pipe, a shut-off valve and a hose bib spigot were installed by Yerkes Plumbing.
- The Secretary of State's budget request for FY 2023 includes over \$2.8 million in additional funding for the Library System and Per Capita Grant program. This represents the first increase in this program in over 25 years and will benefit all three Illinois library systems: RAILS, IHLS, and the Chicago Public Library System. More information about the budget request can be found at <https://www.railslibraries.info/news/264326>.
- Kathryn submitted the library's Per Capita Grant application. This application is submitted every year to the Office of the Illinois Secretary of State. The Per Capita Grant was established to assist public libraries in improving and increasing library services within their service areas. Grant amounts of up to \$1,475 per person served are available on an annual basis to all Illinois local public libraries. Last year the library was awarded \$7,149.33.
- The first meeting of the Strategic Planning Steering Committee will take place on Thursday, February 24. A discussion of the planning timeline and samples of strategic plans of comparable sized libraries are on the meeting agenda.
- Palos West Elementary School students stopped by the library to make Valentine's cards for the residents of Peace Village. As of February 14th, 50 cards have been made. Emily Hampston, Adult Services Coordinator, managed this service project.

- Ninety-one people registered for the library's Winter Reading Challenge that ran from January 1st-31st. The goal was for participants to reach a combined total of 5,000 minutes of reading. Palos Park Public Library readers read for a total of 98,960 minutes. This all-ages challenge was managed by Genesis Darwent, Tween Services Coordinator.

Review of the Monthly Financial Reports

Note: Agenda will be corrected to include “**Review of the Monthly Financial Reports**” between Library Director's Report and item a. and sent to the Village.

a. Monthly Statement – January 2022

The Board reviewed and discussed the monthly statement for January 2022. Mary Lou Bareither made a motion to approve the statements. Kathy Branigan seconded. Vote was taken by roll call and motion passed unanimously.

b. Payment of Bills - January 20, 2022, through February 16, 2022

The Board reviewed and discussed the payment of bills for January 20, 2022, through February 16, 2022. A motion was made by Mary Lou Bareither to approve the payment of bills. Kathy Branigan seconded. Vote was taken by roll call and motion passed unanimously.

Unfinished Business

None

New Business

a. Mask Policy

A motion was made by Kathy Branigan to amend the *Mask Policy* to state that, should the Illinois Mask Mandate be lifted, the use of masks by all patrons and staff is optional but encouraged. Jennifer Gallagher seconded. Vote was taken by roll call and motion passed unanimously.

b. Damaged Material Policy

A motion was made by Mary Lou Bareither to approve the *Damaged Material Policy*. Kathy Branigan seconded. Vote was taken by roll call and motion passed unanimously.

Executive Session

There was no executive session.

Adjournment

A motion was made by Mary Lou Bareither to adjourn the meeting at 6:35 pm. Kathy Branigan seconded. Vote was taken by roll call and motion passed unanimously.

Upcoming Meetings:

Wednesday, March 15, 2022

Wednesday, April 20, 2022

Wednesday, May 18, 2022

Submitted by: Kathy Branigan, Secretary