

## **BOARD OF TRUSTEES MINUTES**

March 18, 2020

A quorum was met for the March 18, 2020 meeting of the Palos Park Library Board. Present: Mary Lou Bareither, Steve Desmond, Kathy Finan, Michael T. Tannura and Dave Trzcinski (5:29 p.m.). Absent: Kathy Branigan. Also present: Kathryn Sofianos, Library Director. The meeting was held virtually with GoToMeeting online software.

### **Call to Order**

Mary Lou Bareither called the meeting to order at 5:09 p.m.

### **Public Comments**

There were no public comments.

### **Approve Minutes of the Regular Board Meeting of February 19, 2020**

Mary Lou Bareither made a motion to approve the Minutes of the February 19, 2020 Board Meeting. Michael T. Tannura seconded. Motion carried unanimously.

### **Approve Minutes of the Executive Session of February 19, 2020**

Mary Lou Bareither made a motion to postpone approval of the Executive Session minutes until the April 2020 Board Meeting. Kathy Finan seconded. Motion carried unanimously.

### **Correspondence**

An invitation was received for the LACONI Managers & Administrators Section Annual Trustee Banquet to be held in Oak Park on May 2, 2020.

### **Library Director's Report**

The library building was closed to the public at 5 p.m. on Friday, March 13<sup>th</sup> with plans to reopen Wednesday, April 1<sup>st</sup>, in accordance with public health recommendations due to COVID-19.

Library staff has been directed to work from home. Kathryn, will enter the building to check on the facility, answer phone messages, and pick up mail and invoices.

Staff will be teleworking on marketing the library's e-resources, developing the summer reading program, presenting online programs, and assisting patrons by email.

### **Review of the Monthly Financial Report**

The Board reviewed and discussed the payment of bills for February 20, 2020 through March 18, 2020. Steve Desmond made a motion to approve the payment of bills for February 20, 2020 through March 18, 2020 in the amount of \$28,819.57 Michael T. Tannura seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for February 2020. Steve Desmond made a motion to approve the monthly statement for February 2020. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

### **Approval of Budget and Appropriation FY 2020-2021**

The Board reviewed and discussed the FY 2020-2021 budget and appropriation. Steve Desmond made a motion to approve the FY 2020-2021 budget and appropriation. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

### **Unfinished Business**

#### **HVAC Replacement**

Kathryn is waiting for additional quotes from Verde. Amber Mechanical visited the library on March 13th to evaluate the HVAC units and prepare quotes for replacement and a zone system.

### **New Business**

The Board discussed library staff compensation during the closure. Steve Desmond made a motion to compensate staff regularly scheduled hours until the end of April. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

### **Adjournment**

Mary Lou Bareither made a motion to adjourn the meeting at 5:54 p.m. Kathy Finan seconded. Motion carried unanimously.

Respectfully submitted by Kathryn Sofianos

Future dates:

May 20, 2020

June 17, 2020

July 15, 2020