

BOARD OF TRUSTEES MINUTES
Wednesday, April 15, 2020

A quorum was met for the April 15, 2020 meeting of the Palos Park Library Board. Present: Kathy Finan, Kathy Branigan, Steve Desmond, Mary Lou Bareither, Michael T. Tannura Absent: Dave Trzcinski. Also present: Kathryn Sofianos, Library Director.

Call to Order

The meeting was called to order at 5:04 pm.

Public Comments

There were no public comments.

Approve the Minutes of the Regular Board meeting of March 18, 2020

Kathy Branigan made a motion to approve the Secretary's Minutes of the March 18, 2020 Board Meeting. Kathy Finan seconded. Motion carried unanimously.

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

Kathy Branigan made a motion to approve the Minutes of the Executive Session of the February 19, 2020 Board Meeting. Kathy Finan seconded. Motion carried unanimously.

Correspondence

There was no correspondence.

Library's Director Report

The building remains closed to the public and spring programs have been cancelled. Staff is working remotely, posting daily on our social media channels. An electronic newsletter listing virtual events is being sent out weekly. Staff is receiving positive feedback on the newsletter and their posts -- our community appreciates that we are there for them— even without a building.

Kathryn is preparing for the likelihood that social distancing will continue through the summer months. With that in mind, staff is developing an online summer program that involves reading and at home activities.

In the next few weeks, a postcard will be mailed to postal patrons of the 60464 zip-code that highlight's the library's electronic databases, virtual event offerings, and digital library card. The digital library card is open to those ages 13 and up, in 60464, that do not currently have a valid Palos Park Public Library card. This card allows access to our databases (physical items will not be able to be checked out with this card). When the library begins in person registration again, the digital library cardholder can apply for a physical card.

Kathryn is meeting with the library staff weekly by Zoom conference. In these meetings staff share webinars they have attended, posts they are working on, virtual events they are planning, and summer reading ideas. At the last staff Zoom, it was decided that the summer program would be set up with a product from the vendor Zoo bean. Zoo bean offers a module called Beanstalk that was developed specifically for schools and libraries. Beanstalk will allow us to create, manage, and measure reading challenges using a customized website and easy to use mobile app.

During this phase of the library's building closure Kathryn has been the only staff member coming in to the library to check the facility, process bills and payroll. Kathryn is planning for staff to begin working in the building in rotating shifts (max of 3 employees at one time) when this phase of the Governor's order has ended. Social distancing will be adhered to and staff will wear PPE.

Review of Monthly Financial Reports

The Board reviewed and discussed the payment of bills for March 19 through April 15, 2020. Steve Desmond made a motion to approve the payment of bills for March 19 through April 15, 2020 in the amount of \$26,717.92. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for March 2020. Steve Desmond made a motion to approve the monthly statement for March 2020. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

Unfinished Business

HVAC System

A motion was made by Kathy Branigan to table the HVAC discussion to the July 20, 2020 meeting. Michael T. Tannura seconded. Motion carried unanimously.

New Business

Staffing and Compensation

A motion was made by Mary Lou Bareither to approve the extending of staff compensation through May 22, 2020. Kathy Branigan seconded. Vote was taken by roll call and motion carried unanimously.

Steve Desmond, Treasurer of the Library Board, is retiring as a Trustee on May 31, 2020, the end of his four- year term. Steve has been a valued member of the Board and an exemplary Treasurer. His fellow Trustees and the Library Director thank him for his service. Kathryn will notify village administration of his retirement. A Trustee vacancy notice will be posted in June.

Executive Session

There was no Executive session.

Adjournment

Kathy Branigan made a motion to adjourn the meeting at 6:00 pm. Michael T. Tannura seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan.

Future dates:

May 20, 2020

June 17, 2020

July 15, 2020