

BOARD OF TRUSTEES MINUTES
REGULAR MEETING
Wednesday, June 17, 2020

A quorum was met for the June 17, 2020 meeting of the Palos Park Library Board. Present: Kathy Finan, Kathy Branigan, Dave Trzcinski, Mary Lou Bareither, and Michael T. Tannura. Also present: Kathryn Sofianos, Library Director.

Call to Order

The meeting was called to order at 5:15 p.m.

Public Comments

There were no public comments.

Approve the Minutes of the Regular Board meeting of May 20, 2020

Kathy Branigan made a motion to approve the Secretary's Minutes of the May 20, 2020 Board Meeting. Mary Lou Bareither seconded. Motion carried unanimously.

Election of Officers

A motion was made by Kathy Branigan to postpone the election of officers to the July 15, 2020 meeting. Kathy Finan seconded. Motion carried unanimously.

Correspondence

There was no correspondence.

Library Director's Report

May began with the continuation of the Governor's Stay at Home Order. During this time, a combination of remote and on-site work was performed by staff. The book drop was opened on May 18th. All items are quarantined for 7 days before they are checked in and no overdue fines are charged. The library is not accepting donated books or other items, as there is no room for storing these materials.

On June 2, the next phase of the reopening of services began with the implementation of Curbside Pickup of Library Materials. Palos Park Public Library cardholders can request items on shelf at the library by placing a hold online in the SWAN catalog, by phone, or email. Curbside Pickup and Telephone Service Hours are Monday - Thursday 10:00 a.m. - 1:00 p.m. and 4:00 p.m. - 7:00 p.m. and Friday and Saturday 10:00 a.m. - 1:00 p.m.

Residents of 60464 zip code can apply for a digital only library card which gives them access to the library's suite of subscription electronic databases. The card does not give them privileges for physical item checkouts. As of June 12, 60 people have registered for digital cards. Non-residents are grouped in this number. Digital cards expire on August 31, 2020.

The summer reading program was developed online with the product Beanstack. Belinda Bylina (Youth Services), Emily Hampston (Adult/Teen Services), and Genesis Darwent (Tween Services)

did a wonderful job of setting up the all ages program. Registration started on Monday, June 15. The team worked hard on making it fun and exciting, and most importantly user friendly. Belinda secured an amazing amount of donations. And new this year, Republic Bank is donating

money for summer T-Shirts that the library will distribute to program participants at the end of August. Statistics on how many FB and YouTube views the virtual programs are receiving, as well as how many people are attending the live Zoom virtual events will be provided at the August Board Meeting.

Review of Monthly Financial Reports

The Board reviewed and discussed the payment of bills for May 21 through June 17, 2020 in the amount of \$42,255.74. Kathy Branigan made a motion to approve the payment of bills for May 21 through June 17, 2020 in the amount of \$42,255.74. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

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

The Board reviewed and discussed the payment to Utica Insurance Company for Property, Liability, Unemployment, and Directors and Officers Insurance. A motion was made by Mary Lou Bareither to approve payment in the amount of \$8,063.00 for Policy Term 6/1/2020 – 6/1/2021. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

Approval of Library Closure

Approval was not needed for a 3:00 p.m. closure on July 3, 2020 as the Library's regular closing time on Friday is 1:00 p.m.

Unfinished Business

a. Next Phase of Reopening Services

A motion was made by Mary Lou Bareither to approve the next phase of reopening services. Michael T. Tannura seconded. Motion passed unanimously.

b. Staff Compensation During Next Phase of Reopening Services

A motion was made by Kathy Branigan to continue the staff compensation. Michael T. Tannura seconded. Vote was taken by roll call and motion carried unanimously.

New Business

There was no new business.

Executive Session

There was no executive session.

Adjournment

Kathy Branigan made a motion to adjourn the meeting at 6:32 pm. Michael Tannura seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan, Secretary.

Future dates:

July 15, 2020

August 19, 2020

September 16, 2020