

**BOARD OF TRUSTEES MINUTES**  
**VIRTUAL MEETING**  
**Wednesday, July 15, 2020**

A quorum was met for the July 15, 2020 meeting of the Palos Park Library Board.

Present: Kathy Finan, Kathy Branigan, Dave Trzcinski, Mary Lou Bareither. Absent: Michael T. Tannura. Also present: Kathryn Sofianos, Library Director.

**Call to Order**

The meeting was called to order at 5:10 pm.

**Election of Officers**

Dave Trzcinski announced his resignation as Board President and as a trustee of the Library. Kathy Branigan made a motion to approve Mary Lou Bareither as the new President. Dave Trzcinski seconded. Motion passed unanimously.

**Public Comments**

There were no public comments.

**Approve the Minutes of the Regular Board meeting of Jun 17, 2020**

Mary Lou Bareither made a motion to approve the Secretary's Minutes of the June 17, 2020 Board Meeting. Kathy Branigan seconded. Motion carried unanimously.

**Correspondence**

A donation, in the form of an original oil painting, was given to the library by resident Cynthia Chibe. The painting was created by a local artist and depicts a child holding flowers. The library board accepted the donation.

**Library Director's Report: Includes Last Fiscal Year in Review**

On Tuesday, June 2<sup>nd</sup>, the library began its next phase of reopening with the start of Curbside Pickup for Holds. On this date Palos Park Public Library cardholders were able to begin requesting items from the library's collection by placing a hold online in the library catalog, by phone at 708-448-1530, or by email to [order@palosparklibrary.org](mailto:order@palosparklibrary.org). Telephone service also became available for readers advisory and reference assistance. Computer appointments were added to library services on June 24<sup>th</sup>. Computer users were required to wear masks and adhere to appropriate social distancing. Hand sanitizer and cleaning wipes were next to each computer station.

The library building opened to the public with limited hours for walk through services and computer appointments on July 7<sup>th</sup>. There is a limit to the number of guests allowed in the building at any one time and a mask/face covering is required upon entry and while in the building. Most of the library's chairs and tables have been placed in storage, and some areas have been closed off. Scanning, copying, and faxing services are available. For patron and staff safety, computers, scanners, and copiers are self-service only. Public Hours of Operation: Monday-Thursday, 10 a.m. to 7 p.m. Friday and Saturday, 10 a.m. to 4 p.m. To safely maintain workflow, the library is open one hour later and closes one hour earlier than normal operating hours. This provides staff with the ability to safely complete tasks on the public service floor, such as sanitization and shelving.

The report included a review of FY 19-20. Collection expenditure was 10% less than last fiscal year. The library increased the size of its e-book and DVD collection. The pandemic necessitated closure of the library mid-March resulting in a lower visitor and program participation count than FY 18-19. Material use (physical and electronic) was very close to last year, even with the closure. Patrons were using the library's electronic resources during the stay at home order, a very good sign as it reinforces the library's value to the community.

**Review of Monthly Financial Reports**

The Board reviewed and discussed the payment of bills for June 18 through July 15, 2020 in the amount of \$40,422.75. Kathy Branigan made a motion to approve the payment of bills for June 8 through July 15, 2020 minus Check#10232: EBSCO in the amount of \$4,500.00. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

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

**Unfinished Business****New Business**

A motion was made by Kathy Branigan to approve the Illinois Public Library Annual Report for FY 19-20. Kathy Finan seconded. Motion passed unanimously.

A discussion of the Sick Leave Policy for Part Time Employees has been tabled to the August 2020 meeting.

**Executive Session**

There was no executive session.

**Adjournment**

Kathy Branigan made a motion to adjourn the meeting at 6:37 pm. Dave Trzcinski seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan, Secretary.

Future dates:

July 15, 2020

August 19, 2020

September 16, 2020













