

**Palos Park Public Library**  
**BOARD OF TRUSTEES MINUTES REGULAR MEETING**  
**Wednesday, September 16, 2020**  
**Virtual**

A quorum was met for the September 16, 2020 meeting of the Palos Park Library Board. Present: Kathy Finan, Kathy Branigan, Mary Lou Bareither, and Michael T. Tannura. Also present: Kathryn Sofianos, Library Director.

**Call to Order**

The meeting was called to order at 5:20 pm.

**Public Comments**

There were no public comments.

**Approve the Minutes of the Regular Board meeting of August 19, 2020**

Kathy Branigan made a motion to approve the Secretary's Minutes of the August 19, 2020 Board Meeting with two adjustments — the addition of the name of the \$1000.00 donor and, under Unfinished Business (c.), a correction putting a period after "Stone" and removing the words "as part of the". Kathy Finan seconded. Motion carried unanimously.

**Correspondence**

There was no correspondence.

**Library Director's Report**

Kathryn reported that it has been an active late summer at the library. The summer reading program ended in August with 183 enrolled readers. Parents and caregivers are visiting with their children to check out books for remote learning.

The library will be receiving CARES Act funds for COVID-19 Personal Protection Equipment expenses, e.g., plexiglass barriers, sanitizer dispensers, sanitizer, face shields, masks, and gloves.

AgeOptions, a non-profit that supports older adults, will be awarding the library a \$10,000.00 CARES Act Library Technology Support Grant. The grant's purpose is to assist community based organizations in their efforts in closing the digital divide and minimizing social isolation among older adults during this time of physical distancing. Library staff is excited to be part of this amazing opportunity. As of now the plan is to purchase hotspots and tablets and provide virtual learning. Tablets will be pre-set with apps and information for the senior population.

**Review of Monthly Financial Reports**

a. A motion was made by Kathy Branigan to approve the upfront deposit payment of \$12,357.03 to Verde Energy Efficiency Experts for new HVAC units and installation. Michael T. Tannura seconded. Vote was taken by roll call and motion passed unanimously.

b. The Board reviewed and discussed the payment of bills for August 20 through September 16, 2020 in the amount of \$51,108.61. A motion was made by Kathy Branigan to approve the payment of bills. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

c. The Board reviewed and discussed the monthly statement for August 2020. Kathy Branigan made a motion to approve the monthly statement for August 2020. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

d. A motion was made by Kathy Branigan to approve the renewal of CIBC CDs that mature October 2020 at the highest rate available. Mary Lou Bareither seconded. Motion carried unanimously.

### **Unfinished Business**

a. A motion was made by Kathy Branigan to continue the review and discussion of the Sick and Vacation Time Policy at the October 2020 meeting. Mary Lou Bareither seconded. Motion passed unanimously.

b. A motion was made by Kathy Branigan that the Library will continue to be Fine Free until the end of the Covid quarantine period. Mary Lou Bareither seconded. Motion passed unanimously. Further discussion of a Fine Free Policy will continue at the October 2020 meeting.

### **New Business**

a. Kathy Branigan made a motion to approve Mary Lou Bareither (President) and Kathy Branigan (Secretary) as signers on the Palos Park Library's safe deposit box at Marquette Bank in order to empty the box's contents. Michael Tannura seconded. Motion passed unanimously.

b. A motion was made by Kathy Branigan to table discussion and action on the Staff Salary Schedule to the October 2020 meeting. Kathy Finan seconded. Motion passed unanimously.

### **Executive Session**

There was no executive session.

### **Adjournment**

Mary Lou Bareither made a motion to adjourn the meeting at 6:45 pm. Kathy Branigan seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan, Secretary.