

Palos Park Public Library
BOARD OF TRUSTEES MINUTES REGULAR MEETING
Wednesday, February 17, 2021
Virtual

A quorum was met for the February 17, 2021 meeting of the Palos Park Library Board. Present: Kathy Finan, Kathy Branigan, Mary Lou Bareither, Michael T. Tannura, Jennifer Gallagher, and Gurb Ahluwalia. Also present: Kathryn Sofianos, Library Director.

Call to Order

The meeting was called to order at 5:11pm.

Public Comments

There were no public comments.

Approve the Minutes of the Regular Board Meeting of January 20, 2021

Mary Lou Bareither made a motion to approve the Secretary's Minutes of the January 20, 2021 Board Meeting. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

Correspondence

There was no correspondence.

Library Director's Report

The library building reopened on Monday, February 1st with COVID-19 best practices in place. The new HVAC units are working well, and daylight sensors will be placed in the LED lighting the week of February 22nd. The library received a donation to the Donor Tree from trustee Jennifer Gallagher. A children's book was donated by resident Mary Ann Parkins and former library trustee Diane Pavlatos donated funds for the purchase of memorial books. Kathryn and several trustees attended the Illinois Library Association's legislative Zoom meetup for south suburban libraries on January 29th from 10-11:30 am.

Review of the Monthly Financial Report

a. The Board reviewed and discussed the payment of bills for January 21, 2021 through February 17, 2021 in the amount of \$35,856.44. A motion was made by Mary Lou Bareither to approve the payment of bills. Michael T. Tannura seconded. Vote was taken by roll call and motion passed unanimously.

b. The Board reviewed and discussed the monthly statement for January 2021. Mary Lou Bareither made a motion to approve the monthly statement for January 2021. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

c. Projected Year End Cash Balance for FY 20/21 and FY 21/22 expenses.

Board members reviewed and discussed the projected year end cash balance. Kathryn will email the Board members an updated document.

Unfinished Business

There was no unfinished business.

New Business

Library Board members discussed Chapters 8-13 of Serving Our Public 4.0: Standards for Illinois Public Libraries. As a start to the creation of the Strategic Plan, an Excel draft document has been created. This document identifies the 23 Core Standards, their current status and a column for needs to be addressed. Board members will receive an email of this document to provide input on these Standards and return it to

the Director by March 10, 2021. Gurb Ahluwalia has graciously volunteered to be the Board representative on the Strategic Planning Committee and will meet with the Director on this process.

Kathryn, our Director, brought up the need for the Library to have an Administrative Succession Plan. She will create a draft document and bring it to next month's meeting.

Executive Session

There was no executive session.

Adjournment

Mary Lou Bareither made a motion to adjourn at 6:46 pm. Michael T. Tannura seconded. Vote was taken by roll call and motion passed unanimously.

Next Meeting Dates:

March 17, 2021

April 21, 2021

May 19, 2021

Respectfully submitted by Kathy Branigan, Secretary