

**PALOS PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
Wednesday, April 17, 2019**

A quorum was met for the April 17, 2019 meeting of the Palos Park Library Board. Present: Mary Lou Bareither, Kathy Finan, Kathy Branigan, Michael T. Tannura and Dave Trzcinski. Absent: Steve Desmond. Also present: Kathryn Sofianos, Library Director.

Call to Order

Dave Trzcinski called the meeting to order at 5:07 pm.

Public Comments

There were no public comments.

Approve Minutes of the Regular Board meeting of March 20, 2019

Mary Lou Bareither made a motion to approve the Secretary's Minutes of the March 20, 2019 Board Meeting with addition. Kathy Branigan seconded. Motion carried unanimously.

Correspondence

There was no correspondence.

Library Director's Report

The Library Budget and Appropriation for FY 19/20 was submitted to the Village for filing with Cook County. Library Board members have been notified to file their Statement of Economic Interests.

A garden tool grant application has been submitted on behalf of the Library and Palos Park Garden Guild for the purchase of garden tools.

Kathryn Sofianos would like to thank the Library Trustees for approving the staff in-service day which included CPR and AED training. Summer programs were presented and information about embarking on a new strategic three-year plan for the library.

Village approved reflective street signs are being purchased to replace the wooden "Entrance" and "Exit" signs. Also, a sign stating "Exit Only" will be purchased to deter people from using the exit as an entrance.

The Library's summer newsletter is in preparation and will be mailed to residences and businesses in the 60464-zip code.

Library staff will be visiting Palos West and Palos East to talk with students about the summer reading program. Letters requesting donations for the summer reading program have been mailed to local businesses. A special thank you to Diane Greco for obtaining a donation of mini plush owls from Ty Inc.

Review of the Monthly Financial Report

The Board reviewed and discussed the payment of bills for March 21 through April 17, 2019 in the amount of \$30,098.16. Kathy Branigan made a motion to approve the payment of bills for March 21 through April 17, 2019 in the amount of \$30,098.16. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for March 2019. Kathy Branigan made a motion to approve the monthly statement for March 2019. Michael Tannura seconded. Vote was taken by roll call and motion carried unanimously.

Unfinished Business

A. Staff Salary Schedule

Kathy Branigan made a motion to approve the Staff Salary Schedule for FY 19/20 excluding the Library Director line. Michael Tannura seconded. Vote was taken by roll call and motion carried unanimously.

B. Donor Tree Wall Display

Kathryn Sofianos met with Shari Law Art Glass to discuss designs and pricing. The library trustees will visit the Studio before the next board meeting to meet the artist and look at samples of her work.

C. Donor Tax Exemption

At the last board meeting, a question was raised about tax exemptions for individual donations. Individuals donating directly to the library can write such donations off on their income tax forms just like other charitable donations.

New Business

A. Tree Donation

A motion was made by Kathy Branigan to accept the donation of a tree to the Library grounds in honor of a former Palos Park resident. Motion was seconded by Mary Lou Bareither. Motion carried unanimously. The installation will be on Saturday, May 11th at 1:00PM.

B. BrainTree Software

BrainTree is a credit card software that, through the Library website, allows patrons the ability to pay program fees when registering for programs. A motion was made by Kathy Branigan to approve the installation of BrainTree and revisit the pricing impact at the October board meeting. Motion was seconded by Michael Tannura. Vote was taken by roll call and motion carried unanimously.

C. Review Closed Sessions

A motion was made by Michael Tannura to table the reviews until the July board meeting. Motion was seconded by Kathy Branigan. Motion carried unanimously.

D. Palos Park Art Festival

The Palos Park Art Festival will be held on Saturday, May 18 and Sunday, May 19. Motion was made by Kathy Branigan to approve the closing of the Library at 1:00PM on Saturday, May 18, 2019 as has been done in the past. Motion was seconded by Kathy Finan. Motion carried unanimously.

Adjourn to Executive Session

Dave Trzcinski moved to adjourn to Executive Session for Library Director Evaluation, pursuant to 5 ILCS 120/2 (c) 1 of the Open Meetings Act for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Kathy Branigan seconded. Motion carried unanimously.

Reconvene Public Session

Dave Trzcinski moved to return to open session. Mary Lou Bareither seconded. Motion carried unanimously. Library Director Kathryn Sofianos will be contacted by Board of Trustees President Dave Trzcinski to review the evaluation.

Adjournment

Kathy Branigan made a motion to adjourn the meeting at 7:30 pm. Michael Tannura seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan.

Future dates:

May 15, 2019

June 19, 2019

July 17, 2019