

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

A quorum was met for the June 17, 2019 meeting of the Palos Park Library Board. Present: Kathy Finan, Kathy Branigan, Dave Trzcinski, Steve Desmond and Mary Lou Bareither. Absent: Michael T. Tannura. 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 the Minutes of the Regular Board meeting of June 19, 2019

Steve Desmond made a motion to approve the Secretary's Minutes of the June 19, 2019 Board Meeting. Kathy Finan seconded. Motion carried unanimously.

Approve the Minutes of the Special Board Meeting of July 1, 2019

Kathy Branigan made a motion to approve the Secretary's Minutes of the July 1, 2019 Special Board Meeting. Kathy Finan seconded. Motion carried unanimously.

Election of Officers

Kathy Finan made a motion to nominate Mary Lou Bareither for Vice President and Steve Desmond for Treasurer for the next two-year term. Dave Trzcinski seconded. Motion carried unanimously.

Correspondence

A check in the amount of \$500.00 was received from the Palos Park Women's Club. The Board of Trustees would like to thank them for their continued support and generosity. Kathryn Sofianos, Library Director, received an email from John Mahoney, Palos Park Mayor, asking of the possibility for the Library to have Sunday hours. An email was received from Michael Quinn, VP of Sales for Republic Bank. He thanked the Library for showing the Woodstock display. Republic Bank is a past, and upcoming sponsor of the Stacks After Dark event at the Library. Mr. Quinn has requested to speak to the Trustees about other opportunities for the bank to help support the Library.

Library Director's Report

As of July 2nd, 298 children and 162 adults are registered for the summer reading program. Palos Park Garden Guild has continued its commitment to planting in the pollinator garden and has planted milkweed and several more perennials. The parking lot was professionally cleaned and later in the month the library's windows/glass will be cleaned. Eleven new Windows 10 computers have been installed transitioning from Windows 7. The library's audit has begun and will be presented at the September or October meeting. Kathryn presented the Fiscal Year 18/19 in Review.

Review of Monthly Financial Reports

The Board reviewed and discussed the payment of bills for June 20 through July 17, 2019 in the amount of \$50,820.53. Steve Desmond made a motion to approve the payment of bills for June 20 through July 17, 2019 in the amount of \$50,820.53. Kathy Branigan seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for June 2019. Steve Desmond made a motion to approve the monthly statement for June 2019. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

Unfinished Business

a. Approve Donor Tree Donation Levels

A motion was made by Kathy Branigan to approve the donor tree donation levels as listed in the Donor Tree Campaign Brochure with an adjustment to the Garnet level from \$250 to \$200. Mary Lou Bareither seconded. Motion carried unanimously.

b. Donor Tree Publicity and Booklet

Kathryn presented a draft of the Donor Tree Booklet. Trustees were asked to take the booklet home and review its contents before the next board meeting.

New Business

a. Approve Stacks After Dark Fundraiser

A motion was made by Kathy Branigan to approve Stacks After Dark fundraiser to be held at the Library on Saturday, September 14, 2019 from 6:00 p.m. to 9:30 p.m. Kathy Finan seconded. Motion carried unanimously.

b. Time Clock and Payroll Policy

Kathryn Sofianos, Director, informed the trustees of the adoption of time clock software for the employees and an update to the payroll policy. Steve Desmond made a motion to approve the Time Clock software and Payroll Policy update. Mary Lou Bareither seconded. Motion carried unanimously.

c. Sunday Hours

There was discussion amongst the trustees about extending the library hours to include Sundays. While there was agreement that it might be a good idea during the school year, there is the issue of funding for salaries. Kathryn will research and report back at the next meeting.

Executive Session

There was no executive session.

Adjournment

Steve Desmond made a motion to adjourn the meeting at 5:57 pm. Kathy Finan seconded.
Motion carried unanimously.

Respectfully submitted by Kathy Branigan.

Future dates:

August 21, 2019

September 18, 2019

October 16, 2019