

Palos Park Public Library
BOARD OF TRUSTEES MINUTES REGULAR MEETING
Wednesday, July 21, 2021
Virtual

A quorum was met for the July 21, 2021 meeting of the Palos Park Library Board. Present: Kathy Branigan, Mary Lou Bareither, Gurp Ahluwalia, Kathy Finan and Jennifer Gallagher. Absent: Michael Tannura. Also present: Kathryn Sofianos, Library Director.

Call to Order

The meeting was called to order at 5:06 pm.

Public Comments

There were no public comments.

Approve the Minutes of the Regular Board Meeting of June 16, 2021

Mary Lou Bareither made a motion to approve the Secretary's Minutes of the June 16, 2021 Board Meeting. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

Election of Treasurer

Mary Lou Bareither made a motion to approve the appointment of Gurp Ahluwalia as Treasurer of the Palos Park Library. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

Correspondence

There was no correspondence.

Library Director's Report

As of July 20th, 154 children are registered for the youth summer reading challenges and 115 patrons are registered for the adult and high school age challenge. Along with independent reading for prizes both programs offer members a variety of virtual activities, from weekly games and crafts to an art contest and speaker presentations.

Mulch was laid in the planting areas around the library and in the library's woodland trail. Kathryn spoke with Neal Biske of Christy Webber Landscaping and requested an itemization of the spring clean-up project. Ampest, the library's exterminator, performed a perimeter check of the building.

Heritage Technology Solutions replaced the switch and rack in the server closet. Three additional wireless access points were added to the building. Signal strength has improved enough to use Wi-Fi on the back library patio and on each side of the library while sitting on the outside benches and picnic tables.

The grant for senior programming and digital learning that the library received in September 2020 is entering its last quarter of purchases and activities. Kathryn recently ordered five mobile hotspots and five Smartbooks. After grant activities have been completed, these devices will become part of the library's mobile device circulating collection.

The library's auditor, Brian Zabel and Associates, will begin work on the library's audit the first week of August. The audit will be presented to the library board at the October meeting.

Review of the Monthly Financial Reports

a. Monthly Statement

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

b. Payment of Bills

The Board reviewed and discussed the payment of bills for June 17 through July 21, 2021. A motion was made by Mary Lou Bareither to approve the payment of bills. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

Unfinished Business

a. Succession Plan

A motion was made by Mary Lou Bareither to approve the Succession Plan. Kathy Branigan seconded. Vote was taken by roll call and motion passed unanimously.

b. Circulation Policy

A motion was made by Mary Lou Bareither to approve the Circulation Policy with corrections. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

c. Face Mask Policy

A motion was made by Mary Lou Bareither to approve the Face Mask Policy with corrections. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

New Business

a. Staff Inservice Day

A motion was made by Mary Lou Bareither to approve a Staff Inservice Day on Friday, September 17, 2021. The Library will be closed from 9:00am. to 2:00 pm. and reopen from 2:00 pm. to 5:00 pm. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

b. ACH "Autopay"

A motion was made by Gurb Ahluwalia to table the ACH "Autopay" for utilities and Internet to the next meeting. Jennifer Gallagher seconded. Vote was taken by roll call and motion passed unanimously.

c. Roof Replacement

Roof Replacement discussion has been tabled to the next meeting.

Executive Session

There was no executive session.

Adjournment

Motion was made by Mary Lou Bareither to adjourn at 6:30 pm. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

Future Dates:

August 18, 2021

September 15, 2021

October 20, 2021

Submitted by: Kathy Branigan, Secretary