

**Palos Park Public Library**  
**BOARD OF TRUSTEES MINUTES REGULAR MEETING**  
**Wednesday, August 18, 2021**  
**Virtual**

A quorum was met for the August 18, 2021 meeting of the Palos Park Library Board. Present: Mary Lou Bareither, Gurb Ahluwalia, Kathy Finan, Jennifer Gallagher, and Michael T. Tannura. Absent: Kathy Branigan. Also present: Kathryn Sofianos, Library Director.

**Call to Order**

The meeting was called to order at 5:05 pm.

**Public Comments**

Trustee Michael T. Tannura informed the Library Board that he will be resigning from the Board in a couple of months because he is moving out of the Village of Palos Park.

**Approve the Minutes of the Regular Board Meeting of July 21, 2021**

Mary Lou Bareither made a motion to approve the Secretary's Minutes of the July 21, 2021 Board Meeting. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

**Correspondence**

A \$200.00 donation to the Donor Tree was received from the library's former head of youth services, Belinda Bylina, and her husband Bob.

**Library Director's Report**

The summer reading program ended with an outdoor celebration on Saturday, August 7th. Over 100 people attended.

Amber Mechanical was out several times to adjust the library's rooftop HVAC unit that controls the youth area, director's office, and staff workroom. The HVAC unit was struggling with the release of cool air during heat spikes. Kathryn contacted the original installers, Verde, and they sent a technician. He figured out that the thermostat wires needed to be lengthened and connected differently for the unit to use the full capacity of its two power stages. The technician reworked the wires and was able to successfully complete the job.

Kathryn is waiting for a quote from John Yerkes & Sons Plumbing for a water fountain/bottle filler to replace the library's existing water fountain that was installed over 30 years ago.

Kathryn met with the Christy Webber Landscaping representative and went over what still needed to be accomplished for the spring clean-up. The village arborist, Dan Foster, was contacted to take a look at the condition of the river birch in front of the library. Dan's opinion is that the roots are most likely decaying and the tree may have to be removed. The trees in the back garden need to be trimmed as the tree tips are touching the roof. Kathryn will be contacting the tree service the library used a couple of years ago.

A team from the library's auditor, Brian Zabel and Associates, visited the library the first week of August to begin the annual audit. The audit will be completed by Zabel in October. The part-time Youth Services Coordinator position has been advertised in house, on the RAILS website, and on Indeed.com.

The library will be participating in the Village's Autumn Festival & Parade on Saturday, September 18<sup>th</sup>. Kathryn invited Trustees to join library staff in the Parade.

### **Review of the Monthly Financial Reports**

a. Payment of Bills

The Board reviewed and discussed the payment of bills for July 22 through August 18, 2021. The Board requested that Kathryn contact Heritage Technology Solutions (HTS) about the computer and server lease agreements. In particular, to find out if the interest rate can be re-negotiated. Kathryn and Gulp, the Board Treasurer, will meet with the library's HTS sales representative. A motion was made by Gulp Ahluwalia to approve the payment of bills. Mary Lou Bareither seconded. Vote was taken by roll call and motion passed unanimously.

b. Monthly Statement

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

### **Unfinished Business**

a. ACH Autopay for Utilities and Internet

A motion was made by Gulp Ahluwalia to approve ACH autopay for utilities and Internet. Jennifer Gallagher seconded. Vote was taken by roll call and motion passed unanimously.

b. Face Mask Policy

Kathryn informed the Board that Cook County is now an area of substantial COVID transmission. A motion was made by Mary Lou Bareither to require face masks indoors for people over 2 years of age regardless of vaccination status. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

c. Roof Replacement

Kathryn will contact roofing companies for estimates and report back to the Board.

### **New Business**

a. Remote Attendance Policy for Board Meetings

A motion was made by Mary Lou Bareither to approve the Remote Attendance Policy for Board Meetings Policy. Jennifer Gallagher seconded. Vote was taken by roll call and motion passed unanimously.

b. Circulation Policy for Hotspots and Mobile Devices

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 6:06 pm. Kathy Finan seconded. Vote was taken by roll call and motion passed unanimously.

Submitted by: Kathryn Sofianos, Library Director