

BOARD OF TRUSTEES MINUTES REGULAR MEETING
Wednesday, August 19, 2020
Virtual

A quorum was met for the August 19, 2020 meeting of the Palos Park Library Board. Present: Kathy Finan, Kathy Branigan, Mary Lou Bareither, and Michael T. Tannura. Also present: Kathryn Sofianos, Library Director.

Call to Order

The meeting was called to order at 5:00 pm.

Public Comments

Alissa Hansen, from Verde Energy Efficiency Experts, discussed the HVAC replacement proposal and answered Board members questions.

Approve the Minutes of the Regular Board meeting of July 15, 2020

Kathy Branigan made a motion to approve the Secretary's Minutes of the July 15, 2020 Board Meeting. Kathy Finan seconded. Motion carried unanimously.

Correspondence

A donation, in the amount of \$250.00, was received from Republic Bank for the purchase of T-shirts for the Summer Reading Program. A very generous donation, in the amount of \$1,000.00, was received for the Library's Donor Tree from Mark and Rita Riccardini.

Library Director's Report

Library patrons are visiting the building and most patrons have been adhering to the mask policy and social distancing. There have had a few instances where staff had to remind people to put a mask on before entering and to please pull the mask over their nose while in the building. Kathryn informed the Board of an incident that occurred with a patron who was pulling his mask under his chin while using the Wi-Fi in the library. The staff addressed the situation but unfortunately the patron would not adhere to the library's mask policy. The police were notified, and officers spoke with the patron. He left soon after the police officers exited the library.

The virtual summer reading program went very well. Participation statistics will be provided at the September Board meeting. The summer program ended on August 15th and grand prizes have yet to be awarded. The library's other virtual programs continue to be popular. Kathryn stated that she is very proud of the library staff for adapting the library's "regular" schedule of programs to the virtual world. On August 13th, the library had its highest virtual attendance to date with the Georgia O'Keeffe program that took place live on Zoom. 47 households were online.

Review of Monthly Financial Reports

a. The Board reviewed and discussed the payment of bills for July 16 through August 19, 2020 in the amount of \$44,416.03. Mary Lou Bareither made a motion to approve the payment of bills for July 16 through August 19, 2020, including the Nicor Gas bill for \$40.95 that was just received today. Michael T. Tannura seconded. Vote was taken by roll call and motion carried unanimously.

b. The Board reviewed and discussed the monthly statement for July 2020. Mary Lou Bareither made a motion to approve the monthly statement for July 2020. Kathy Branigan seconded. Vote was taken by roll call and motion carried unanimously.

Unfinished Business

a. HVAC Replacement

A motion was made by Kathy Branigan to approve the HVAC replacement proposal in the amount of \$22,992.58. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

b. Sick Leave & Personnel Policy

A motion was made by Kathy Branigan to table discussion on this topic to the next Board meeting. Michael T. Tannura seconded. Motion passed unanimously.

c. The Board discussed the renewal of EBSCO's Rosetta Stone language learning database. Due to the high cost and low number of participants, a motion was made by Kathy Branigan to not renew Rosetta Stone. Michael T. Tannura seconded. Vote was taken by roll call and motion carried unanimously.

d. A motion was made by Kathy Branigan to renew EBSCO's Library Aware promotions database for the cost of \$972.00. Mary Lou Bareither seconded. Vote was taken by roll call and motion carried unanimously.

e. A coin/bill tower was installed for the copy machine. A motion was made by Kathy Branigan to approve the payment of the invoice for \$1,840.00. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

New Business

a. B/W Color Copies/Printing Fee

A motion was made by Kathy Branigan to increase the fee for color copies from 20 cents to 25 cents. Kathy Finan seconded. Motion carried unanimously.

b. Fine Free Items

A motion was made by Kathy Branigan to continue discussion of this topic at the next meeting. Mary Lou Bareither seconded. Motion carried unanimously.

Executive Session

There was no executive session.

Adjournment

Mary Lou Bareither made a motion to adjourn the meeting at 6:47 pm. Kathy Branigan seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan, Secretary.