

PALOS PARK PUBLIC LIBRARY
Board of Trustees Meeting Minutes
October 16, 2019

A quorum was met for the October 16, 2019 meeting of the Palos Park Library Board. Present: Kathy Finan, Steve Desmond, Michael T. Tannura, and Dave Trzcinski. Also present: Kathryn Sofianos, Library Director. Absent: Mary Lou Bareither and Kathy Branigan.

Call to Order

Dave Trzcinski called the meeting to order at 5:08 p.m.

Public Comments

There were no public comments.

Approve Minutes of the Regular Board Meeting of September 18, 2019

Michael T. Tannura made a motion to approve the Minutes of the September 18, 2019 Board Meeting. Steve Desmond seconded. Motion carried unanimously.

Approve Minutes of the Special Board Meeting of September 19, 2019

Steve Desmond made a motion to approve the Minutes of the Special Board Meeting of September 19, 2019 Board Meeting. Dave Trzcinski seconded. Motion carried unanimously.

Correspondence

The Board of Trustees received a letter of resignation from Rene Leyva, the library's Public Services and Marketing Manager. Rene's last day of work will be October 25, 2019.

Library Director's Report

Library staff participated in the Village's Autumn Parade and Festival on September 21st. Special thanks to Trustee Mary Lou Bareither, her granddaughter, and the Greco family for taking part in the parade. Thanks also to the Neely family for loaning the library a parade vehicle.

Stacks After Dark, a fundraiser with the Palos Park Woman's Club, was held on September 14th. 125 people attended the event which included beer and meade tasting, and food from local restaurants. New this year was an outside area with picnic tables and tiki torches. The library received \$971.79 in proceeds from the fundraiser.

The Donor Tree Campaign brought in a total of \$5,400.00 as of October 9, 2019. Kathryn will be posting the Donor Tree Campaign on the Palos Area Chamber of Commerce website and attending upcoming Chamber events to publicize the campaign.

A portrayal of Zelda Fitzgerald by actress Lynn Rymarz was held on September 26th. This event was one of three programs (programs were also presented at Palos Heights PL and Green Hills PL) that supported this year's Palos Reads book "Girl Waits with Gun" by Amy Stewart.

Walk with a Librarian, a partnered program with the Palos Restoration Project, was added to the online site Meetup in hopes that it will increase participation in this unique library offering.

Review of the Monthly Financial Report

The Board reviewed and discussed the payment of bills. Steve Desmond made a motion to approve payment

of bills for September 19 through October 16, 2019 in the amount of \$47,437.04. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for September 2019. Steve Desmond requested that Kathryn add a breakdown of the Grounds expenditures to the October statement. Steve Desmond made a motion to approve the monthly statement for September 2019. Dave Trzcinski seconded. Vote was taken by roll call and motion carried unanimously.

The Board discussed the renewal of a CD which will mature on November 4, 2019. Steve Desmond made a motion to authorize Dave Trzcinski to reinvest the CD. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

Approve the Closing of the Marquette Bank Account

The Board discussed the closing of the Marquette Bank Account. Steve Desmond made a motion to approve the closing of the account and designate Dave Trzcinski as the Board representative for the closing. Michael T. Tannura seconded. Vote was taken by roll call and motion carried unanimously.

Approve the Opening of a Bank Account with Republic Bank and Approve Signatories to the Account

The Board discussed the opening of a bank account with Republic Bank. Steve Desmond made a motion to approve the opening of an account with Republic Bank, approve the Board President and Treasurer as signatories, and designate Dave Trzcinski as the Board representative for the account opening. Michael T. Tannura seconded. Vote was taken by roll call and motion carried unanimously.

Approve Levy in the amount of \$495,762.00

The Board discussed the library's levy request. Michael T. Tannura made a motion to approve the Levy in the amount of \$495,762.00. Steve Desmond seconded. Vote was taken by roll call and motion carried unanimously.

Approve 2018-2019 Library Audit

The Board reviewed the Library Audit from Brian Zabel and Associates. Steve Desmond made a motion to approve the 2018-2019 Library Audit. Dave Trzcinski seconded. Vote was taken by roll call and motion carried unanimously.

Unfinished Business

The Board reviewed and discussed Chapters 11-Appendices of "Trustee Facts File 4th Edition." Kathryn will incorporate highlights into the library's 2020 Per Capita Grant Filing.

Strategic Planning Consultant Amanda Standerfer met Dave Trzcinski, Steve Desmond, and Kathryn on September 19. A Board meeting did not take place as majority of the quorum was not present. Amanda will be supporting Kathryn in the development of a community survey and facilitate Board and staff retreats in May and June of next year.

New Business

Michael T. Tannura made a motion to approve the 5:00 p.m. closing on Wednesday, November 27, 2019 for the Thanksgiving Holiday. Kathy Finan seconded. Motion carried unanimously.

Michael T. Tannura made a motion to approve the 1:00 p.m. opening on Friday, December 6, 2019 for a morning Staff In-Service. Kathy Finan seconded. Motion carried unanimously.

Steve Desmond made a motion to approve an Adult Services Part-Time Non-IMRF position. Kathy Finan seconded. Motion carried unanimously.

Kathryn introduced the Website, Social Media, and Newsletter Contract for review. She explained that the contract was recently revised to remove social media. The Board decided that further consideration was necessary before acting on this agenda item. Steve Desmond made a motion to postpone decision on the contract until the November Board meeting. Michael T. Tannura seconded. Motion carried unanimously.

Executive Session

There was no executive session.

Adjournment

Steve Desmond made a motion to adjourn the meeting at 6:15 p.m. Kathy Finan seconded. Motion carried unanimously.

Respectfully submitted by Kathryn Sofianos, Library Director.

Next meeting on November 20, 2019 at 5:00 p.m.