

Palos Heights Library Board Meeting

January 16, 2025 Minutes

1. The meeting was called to order at 7:00 PM by Acting President Rose Zubik. The following trustees were present: Hilary Rhodes, Steve Foertsch, Sue Jankowski, Patrick Keough, John Peltz and Rose Zubik. President Susan Snow joined remotely through Zoom. Dianne Key was absent.
2. Also present were Jesse Blazek, Library Director, Terry Fleckenstein, Business Manager, Tina Ruzala, Supervisor of Youth and Teen Services and Matthew Matkowski, Director of Public Services.
3. No members of the public attended and there was no public comment.
4. Discussion of Public Services Department with Matthew Matkowski

Matt gave a great presentation about all the many things they are doing for our community in Public Services! Their department acts as a concierge of sorts to the public, aiming to never say “no” to a patron, helping them with a wide variety of requests. They also work on programming, ordering new books, managing both the computer lab and study rooms, and the local history collection, among many other important tasks.
5. The minutes of the November 21st regular board meeting were approved on Trustee Foertsch’s motion, Trustee Keough’s second, and a voice vote. The motion carried.
6. **Treasurer’s Report**
 - a. Treasurer Peltz moved to approve the General Fund bills for the month of November for \$254,969.86. His motion was seconded by Trustee Keough. On a roll call vote, the motion carried.
 - b. Treasurer Peltz moved to approve the General Fund bills for the month of December for \$138,838.08. His motion was seconded by Trustee Keough. On a roll call vote, the motion carried.
 - c. Treasurer Peltz moved to approve the Treasurer’s report for the month ending November 30, 2024. His motion was seconded by Trustee Keough. On a roll call vote, the motion carried.
 - d. Treasurer Peltz moved to approve the Treasurer’s report for the month ending December 31, 2024. His motion was seconded by Trustee Foertsch. On a roll call vote, the motion carried.
7. There was no President’s report.
8. **Director’s Report:** In addition to his written report included in the trustee

narrative packets, Director Blazek highlighted these items:

- a. A new librarian was just hired and will start in early February – Public Services Librarian Lyndsey Caliendo.
 - b. Trustee Geri Burek has resigned from the Board of Trustees.
9. **Correspondence:** Several staff members sent in letters of thanks to the board regarding the gift card and nice holiday party.

10. **Committee Reports**

- a. Trustee Foertsch reported for **Building and Grounds** – noting that the committee will be prioritizing some upgrades needed, including a few worn chairs downstairs.
- b. Trustee Jankowski reported for **Friends of the Library** – notable events and happenings include:
 - i. In a recent well-attended meeting, Bill Poore was back and was able to receive the Palmer Award.
 - ii. Friends of the Library Book Sale is coming up January 31 - February 2. Bag sale is February 3, 9am-12pm.
 - iii. Merry and Bright in the Heights was discussed and successful, although they talked about modifying the Community Sing-a-long next year.
 - iv. Sue encouraged the trustees to join the Friends and to donate books if you have them for the sale.
- c. Trustee Jankowski reported for **Long Range Planning**. The committee met just before tonight’s meeting - Director Blazek has made the plan “evergreen” so it’s long-lasting and doesn’t have to be rewritten each year. We continue to have our 3 main goals and in the coming months, the library staff will identify which initiatives they would like to implement pertaining to these goals.
- d. There were no reports from the **Nominating, Personnel, and Policy** Committees.

11. **New Business**

- a. Trustee Jankowski made a motion to approve the Resolution to Authorize LIMRiCC Contract Renewal for staff benefits. Trustee Peltz seconded the motion. This motion carried on a roll call vote.
- b. Trustee Keough made a motion to approve the change of closing for staff in service to February 21, 2024. Trustee Rhodes seconded the motion. This motion carried on a voice vote.
- c. Trustee Jankowski made a motion to approve the 2025 Trustee Ethics

Statement. Trustee Foertsch seconded the motion. The motion carried on a voice vote. All trustees present signed the 2025 Trustee Ethics Statement.

12. On a motion by Trustee Keough and a second by Trustee Jankowski, Acting President Zubik adjourned the meeting at 7:46pm.
13. The next board meeting is Thursday, February 20th at 7:00pm.

Meeting minutes recorded by Secretary, Hilary Rhodes.