

January Minutes

PALOS HEIGHTS PUBLIC LIBRARY

BOARD OF TRUSTEES MINUTES

January 8, 2009

AMENDED

Call to Order:

Vice-President Patricia Muller called the meeting to order at 7:01 p.m. in the library, 12501 S. 71st Avenue, Palos Heights, Illinois. Present were Trustees Marianne Orr, Beth Barista, Frank Petrosino, and Beverly Meyer. Trustee Diana Roscich arrived at 7:22 p.m. Also present was Administrative Librarian Elaine Savage. Trustees Lois Stanciak, William Poore, and Julie Lawler were absent. In the absence of the secretary, Vice-President Muller asked Trustee Meyer to take minutes for the meeting.

Welcome of Guests:

Vice-President Muller welcomed Debbie Larsen to the meeting; she is a new part-time employee in the Youth Services Department.

Minutes:

Trustee Petrosino moved and Trustee Orr seconded a motion to approve the minutes of the December 11, 2008 board meeting. On a voice, vote, the motion carried unanimously.

Treasurer's Report:

Trustee Barista moved and Trustee Petrosino seconded a motion to approve the additional December bills in the amount of \$95,826.44 for total December bills in the amount of \$143,582.02. On a roll call vote, the motion carried unanimously. Trustee Barista moved and Trustee Meyer seconded a motion to approve January bills in the amount of \$38,045.47. On a roll call vote, the motion carried unanimously.

President's Report:

None.

Librarian's Report:

Administrative Librarian Savage presented her written report. Circulation increased again for the month, staff members are attending meetings, and library employees enjoyed a brunch and cookie exchange for the holidays. Once again, an anonymous donor has given \$1,000 to the library. She suggested that we consider having a picture painted of our new library, and the Board encouraged her to investigate this.

Correspondence:

Several thank-you notes were received from staff members for the holiday party and bonus.

Budget and Finance:

No report.

Policy:

No report.

Publicity:

No report.

Building and Grounds:

No report.

Personnel:

No report.

Friends of the Library Liaison:

No report.

City Hall Liaison:

Trustee Petrosino noted that Chase Bank got approval for re-zoning to build a new facility. The developer gave \$100,000 to the city to compensate for lost sales taxes for the site.

Local History:

No report.

Old Business:

Alcove remodeling – The Administrative Librarian distributed two handouts from Engberg Anderson: a construction drawing for the alcove suitable for bidding and suggestions for chairs. After discussion, Trustee Petrosino moved and Trustee Roscich seconded to have the administrative librarian get bids for the construction. On a roll call vote, the motion passed unanimously. It was decided to wait on purchasing chairs until after the construction is finished.

New Business:

Changing table - The Administrative Librarian reported that the stainless steel changing table in the upstairs family bathroom was destroyed through vandalism. To replace it would cost over \$1,000.00. Trustee Roscich moved and Trustee Barista seconded to replace it with a less expensive fiberglass model. On a roll call vote, the motion passed unanimously.

Administrative Librarian's Evaluation - Administrative Librarian Savage distributed a report on her goals and achievements for 2008 and her goals for 2009 and how she hopes to achieve them. She also distributed copies of the form used for the administrative librarian's evaluation. Trustee Roscich moved and Trustee Petrosino seconded a motion to accept the administrative librarian's goal report. On a voice vote, the motion passed unanimously. Trustee Muller, chair of the Personnel Committee, asked that everyone fill out and return the evaluation form to her folder by January 27, 2009.

Adjournment:

Trustee Barista moved and Trustee Meyer seconded a motion to adjourn. On a voice vote, the motion carried unanimously. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Beverly R. Meyer,

Acting Secretary