

Chicago Heights Public Library

Regular Board Minutes

November 16, 2021 at the Chicago Heights Public Library

Roll Call:

Meeting called to order at 6:00 pm

Members present:

Aldana, Baikauskas, Cifelli (Zoom), Paicely, Perez (Zoom)

Members absent:

Bennett, Gomez, Propst

Also present:

Director Knasiak, Attorney Muthleb

Public Comments:

There were none.

Approval of Minutes:

Trustee Cifelli made a motion to approve the minutes of the regular Board meeting of October 26, 2021. Trustee Perez seconded the motion. All Trustees voted aye and the motion carried.

Correspondence:

President Paicely opened a card and gift from Dieters and Todd thanking the Board for their business.

Director's Report:

Director Knasiak showed the Board the working logo and a sample departmental report. She then related the conversation with COS Zerante about the OSHA mandate that requires all staff to either be vaccinated or undergo weekly testing. The City is holding a vaccination clinic to help ensure compliance.

Additionally, Director Knasiak mentioned that she plans to offer the opportunity for both Jenny Martin and Joelle Wake to attend the PLA conference in Portland this coming March.

Financial Reports:

Trustee Baikauskas made a motion to approve the income and expense report dated October 31, 2021 as well as the Accounts Payable dated November 16, 2021 in the amended amount of \$17,010.82. Trustee Aldana seconded. After a roll call, all Trustees voted aye and the motion carried.

Unfinished Business:

HVAC -- Director Knasiak explained that the steam control valve needed for the air handler is no longer manufactured. They are trying to cobble together a functional replacement. Additionally, a bearing in the same air handler needs to be replaced. Due to the placement of the housing, an access hole must be cut into the cinderblock in order to access it. Maintenance person Kevin has removed cabinetry and will be breaking through the first week of December.

Director Knasiak presented an estimate for the new HVAC system received from Studio GC. It came in much higher than expected and the Board discussed ways to decrease the bottom line. Director Knasiak was asked to meet with Mayor Gonzalez to present the information and ask the City to cover the cost.

New Business:

The Board discussed Chapters 5-13 of Serving Our Public.

After explaining the schedule the Treasurer's Office has adopted for paying bills, President Paicely suggested moving the Board meetings to the third Tuesday of the month. After discussion, Trustee Perez motioned to adopt the new schedule starting in January of 2022. Trustee Cifelli seconded. All Trustees voted aye and the motion carried.

Trustee Baikauskas motioned to cancel the December, 2021 Board of Trustees meeting. Trustee Aldana seconded. All Trustees voted aye and the motion carried.

Trustee Baikauskas motioned to allow President Paicely to approve the December Accounts Payable and present it at the January meeting. Trustee Cifelli seconded. After a roll call, all Trustees voted aye and the motion carried.

Trustee Aldana made a motion to accept the library closure dates. Trustee Baikauskas seconded. All trustees voted aye and the motion carried.

After discussion, the Board decided to throw a holiday lunch for staff and present each staff member with a \$25 gift card.

After discussion, Trustee Aldana motioned to accept the TBS proposal for a Scan EZ Station, taking advantage of the 5 year payment plan. Trustee Baikauskas seconded. After a roll call, all Trustees voted aye and the motion carried.

Trustee Information & General Announcements:

Director Knasiak said that she would forward the Trusty Trustee newsletter to all board members. Trustee Cifelli asked to have a print copy sent to her home in Florida.

Executive Session:

At 7:02, Trustee Baikauskas motioned to move into Executive Session. Trustee Aldan seconded. All Trustees voted aye and the motion carried.

At 7:17, Trustee Perez motioned to reopen general session. Trustee Aldana seconded. All Trustees voted aye and the motion carried.

Adjournment:

Trustee Perez made a motion to adjourn the meeting at 7:19 pm. Trustee Aldana seconded. All Trustees voted aye and the motion carried.