

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Tuesday, November 20, 2019  
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:32PM.
3. **Members Present:** Trustee Mines-Anderson, Trustee Sonka, Trustee Duley, Trustee Dardovski, Trustee Diaz. Absent: Trustee Cortez, Trustee Munoz.
4. **Minutes:** Trustee Duley made a motion to approve minutes from the October 16, 2019 regular meeting, and October 16, 2019 public hearing meeting. Seconded by Trustee Sonka. Motion carried.
5. **Visitors:** Frank J. McKay - President, LOCIS. Discussed data tracking for front desk stats.
6. **Director's Report: September – October 2019**

Staff meeting held on October 4 at 5:15PM. Staff member Lucy, is applying for a community impact grant. The Home depot Foundation offers grant awards up to \$5,000 to designated organizations that are using the power of volunteers to improve the community. Cook County Board President, Toni Preckwinkle visited the library on September 24. Story time to two local classrooms, in honor of library card sign up month, and Hispanic Heritage Month. Per capita grant check received for the amount of \$13,817.50. FY2019. Planz replaced the 3 way valve/drained all the water. Pump approved. Part to be installed. Planz to meet with Carrier Tech, to perform monthly inspection, quarterly inspection with Carrier, and annual inspection of the boiler and bi-annual inspection of the 2 rooftop units. New main boiler installed by Planz Heating. Window damage in the front reading room, village worker. Village will cover cost of repairs. Airport Glass will do repairs. An order was placed for staff cardigans. Company - Dzine in Burbank, IL. Colors: Light gray, library logo on upper left of cardigan. Meeting with Konica Minolta rep, to discuss options for copier printing. Library staff and volunteers library participated in the annual Homecoming parade for Argo Community High School.

7. **President's Report:** Ledger of all contracts

8. **Vice-President's Report:** No report.

9. **Secretary's Report** – No report.

10. **Treasurer's Report:**

Trustee "Dardovski made a motion to approve November 2019 bills for the amount of \$2,339.31. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee Mines-Anderson – yes, Trustee Dardovski – yes, Trustee Diaz – yes, Trustee Duley – yes. Motion carried.

Trustee Dardovski made a motion to approve payroll for the total amount of \$11,339.27. Seconded by Trustee Sonka. Roll call vote: Trustee Mines-Anderson - yes, Trustee Dardovski – yes, Trustee Sonka – yes, Trustee Diaz – yes, Trustee Duley – yes. Motion carried.

11. **Board Member Report:**

12. **Committee of the Whole Report:**

No report.

13. **New Business**

- a. Approval of Ordinance No. 2019-11-20. Levying and Assessing Taxes of Summit Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2019, and Ending June 30, 2020. Roll call vote: Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Diaz – yes, Trustee Mines-Anderson – yes. Motion carried.
- b. Admin. Ipad – Director Drew will contact the library's IT person, to research this information. Approved up to \$600 for purchase.
- c. Staff holiday event – Approved
- d. PLA conference – Approved
- e. Planz Heating Maintenance agreement – Approved.

**Executive Session:**

14. **Adjournment:** Trustee Sonka made a motion to adjourn the meeting at 7:15PM. Seconded by Dardovaski. Motion carried.