

Franklin Park Public Library District
Regular Board Meeting of November 27, 2023

The Board meeting was called to order by Board President Grieshamer at 7:31 PM.

Board members present: Betsy Chaidez, Kay Frey, Frank Grieshamer, Tina Hagerstrom, Jeremy Mazur, Michael Vallone, and Teresita Zaretsky

Board members absent: None

Staff members present: Vanessa Morrison, Executive Director and Marcin Wrobel, Assistant Director/Head of Public Services

Also present: Kelly Zabinski, Accounting Consultant, and Hannah Cullerton, Auditor

Public Comment

There was no public comment.

Disposition of Minutes

Frey moved and Mazur seconded that the minutes of the special meeting of September 12, 2023 and the Regular Board meeting of October 10, 2023 be approved. Motion #1 carried. Voice vote: Aye – 7, Nay - 0, Absent – 0, Abstain – 0.

Financial Reports and Approval of Expenditures

Vallone read the financial reports. Zaretsky moved and Mazur seconded that checks #25483 to #25532 and four direct debits disbursed from the US Bank checking account in October, totaling \$60,644.32; October payroll liabilities, including payroll taxes and withholdings, totaling, \$83,462.22; the September IMRF payment made in October of \$4,333.27, for a total of \$148,439.81 for operations for the month of October be approved. Motion #2 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

Frey moved and Vallone seconded that a transfer of \$150,000 made on October 2, 2023, from the Wintrust account to the US Bank checking account be approved. Motion #3 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye, Nay - 0, Absent – 0, Abstain – 0.

Communications

None.

Committee Reports

None.

Executive Director and Staff Reports

Morrison's written report to the Board was included in the Board packet along with Circulation Services, Public Services, and Technical Services department reports.

New Business

Audit

The audit was presented, including a mistake in the Management Letter about an uncollateralized amount. The amount was verified to be collateralized by Wintrust, and a new Management Letter will be issued. Vallone motioned and Frey seconded that the audit as corrected be approved. Motion #4 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

Levy Ordinance

Mazur moved and Hagerstrom seconded that "An Ordinance Providing for the Levying and Assessment of Taxes by the Franklin Park Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024" be approved. Motion #5 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

Trane Replacement Part Quote

Vallone moved and Chaidez seconded to approve the HVAC panel part quote. Motion #6 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

New & Revised Job Descriptions

The new and revised job descriptions were discussed. Mazur moved and Hagerstrom seconded that the new Administrative Services Manager job description be approved. Motion #7 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

Zaretsky moved and Mazur seconded that the revised Assistant Director job description be approved. Motion #8 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

Ratification of New Hire - Administration

Frey moved and Mazur seconded that the hiring of Marcin Wrobel as Assistant Director at \$78,000 annually be approved. Motion #9 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

Staff Year-End Incentive

Mazur moved and Vallone seconded that the staff year-end incentive of \$50 Jewel gift cards be approved. Motion #10 carried. Chaidez – Aye, Frey – Aye, Grieshamer – Aye, Hagerstrom – Aye, Mazur – Aye, Vallone – Aye, Zaretsky – Aye. Nay - 0, Absent – 0, Abstain – 0.

Unfinished Business

Annex: Contents and Condition

There was no report.

Taxing Issue

There was no report.

Decennial Committee

Requirements were discussed, and two community members have volunteered. The committee will meet three times as part of the regular Board meetings in January, February and March 2024 at 7:00PM.

Tuition Reimbursement Policy

The Board reviewed the policy, and revisions were requested. The final draft will be reviewed at the December meeting.

Closed/Executive Session

A closed session was not held.

Adjournment

Mazur moved and Chaidez seconded that the meeting be adjourned. **Motion #11 carried.**
Voice vote: Aye - 7, Nay - 0, Absent – 0, Abstain – 0.

The meeting adjourned at 8:56 PM.