

**Summit Public Library District
Library Board of Trustees
Regular Board Meeting Minutes
Wednesday, January 17th, 2024
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:30PM.
3. **Members Present:** Trustee Dardovski, Trustee Duley, Trustee Cruz, Trustee Bond.
Members Absent: Trustee Cortez, Trustee Munoz, Trustee Sonka.
4. **Minutes:** Trustee Duley made a motion to approve minutes from the November 15, 2023, regular meeting. Seconded by Trustee Cruz. Motion carried.
5. **Visitors:** Aurora Rodriguez – Village Trustee
6. **Director's Report:** November 2023 – December 2023 – January 2024
Olivia – meeting with a rep. from Penworthy books. Children's books vendor.
IMRF. Employer Access Training. New Employer Access System.
I attended a Narcan training in Oak Park, 12/4. Sponsored by AgeOptions.
AgeOptions CARES grant meeting, 12/12.
I met with Lionel Rodriguez of ACP, to discuss future partnership with the library. 1/9.
I attending the webinar, "Responding to & Investigating Hoax Bomb Threats & Swatting, 1/11. Discussion of the realities of bob threats and swatting hoaxes and discuss how to appropriately respond to the hoax threats.
Two AED quotes were sent to the Director for review.
Olsson roofing scheduling for two leaks.
Aero special education class visit and tour of the library, by staff Olivia Morgucz.
7. **President's Report:** Happy New Year to everyone. Thanked Director and staff for their hard work throughout the past year.
8. **Vice-President's Report:** No report.
9. **Secretary's Report:** No report.

10. Treasurer's Report:

Trustee Cruz made a motion to approve December 2023 bills, for the amount of \$16,005.30. Trustee Cruz made a motion to approve January 2024 bills, for the amount of \$28,864.24. Seconded by Trustee Bond. Roll call vote: Trustee Cruz – yes, Trustee Dardovski – yes, Trustee Duley – yes, Trustee Bond – yes. Motion carried.
Trustee Cruz made a motion to approve payroll, for the total amount of \$38,474.72. Seconded by Trustee Duley. Roll call vote: Trustee Cruz – yes, Trustee Dardovski – yes, Trustee Bond – yes, Trustee Duley – yes. Motion carried.

11. Board Member Report:

Trustee Duley and Trustee Dardovski spoke about grants possibilities for the library.

12. Committee of the Whole Report: Trustee Cruz spoke about banning books policy.

13. Old Business

- a. Library goals – Each board member verbally stated their goals for the library, for the upcoming year.
Trustee Dardovski – Solar panels.
Trustee Duley – No response.
Trustee Cruz – More Trustee training.
Trustee Bond – Community engagement with middle and high school students.

14. New Business

- a. ALA Conference 2024 – The board voted and approved for the Director and interested staff, to attend the annual ALA conference to be held in San Diego, CA this year.

Executive Session

15. Adjournment:

Trustee Duley made a motion to adjourn the meeting at 6:07pm.
Seconded by Trustee Bond. Motion carried.

**Summit Public Library District
Library Board of Trustees
Regular Board Meeting Minutes
Wednesday, February 21st, 2024
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:30PM.
3. **Members Present:** Trustee Dardovski, Trustee Cruz, Trustee Cortez, Trustee Munoz, Trustee Sonka.
Members Absent: Trustee Bond, Trustee Duley.
4. **Minutes:** Trustee Cortez made a motion to approve minutes from the January 17th, 2024, regular meeting. Seconded by Trustee Sonka. Motion carried.
5. **Visitors:** Riley Martin – Lauterbach & Amen, LLP – Audit presentation
6. **Director's Report:** January 2024 – February 2024
IMRF Employer Access Training, 2/6. IMRF is working to replace the current Employer Access with a modernized version.
Front entrance Ice Melter was fixed by Planz Heating and Cooling.
Proposal to replace the B&G Circulator Pump for the floor heat on the west side of the building, by Planz Hearing and Cooling.
Three leak repairs completed by Olsson Roofing.
An additional library camera was installed by CSC Consulting Group on 2/9.
Staff, Maria Zuniga, has now been added as Notary Public for the library.
New library cardigans ordered for staff. Logo placed on items, by Hank Print in Summit.
Stop the Bleed training at the library, sponsored by the Summit Police Department, 2/3
7. **President's Report: Staff** – Keep up good work.
8. **Vice-President's Report:** No report.
9. **Secretary's Report:** No report.
10. **Treasurer's Report:**
Trustee Cruz made a motion to approve February 2024 bills, for the amount of \$20,080.01. Seconded by Trustee Sonka. Trustee Cruz made a motion to approve February 2024 payroll for the amount of \$15,205.82. Seconded by Trustee Sonka.
Roll call vote: Trustee Cruz – yes, Trustee Dardovski – yes, Trustee Sonka – yes, Trustee Munoz – yes. Motion carried.

11. **Board Member Report:** No report.

12. **Committee of the Whole Report:** No report.

13. **Old Business**

a. None

14. **New Business**

a. Trustee Cortez made a motion for Approval of Resolution No. 2024-021-21. A resolution of the Summit Public Library District Approving and Adopting a Policy Against Book Banning. Seconded by Trustee Sonka. Roll call vote: Trustee Dardovski – yes, Trustee Duley – yes, Trustee Munoz – yes, Trustee Sonka – yes, Trustee Cruz – yes. Motion carried.

Executive Session

15. **Adjournment:**

Trustee Sonka made a motion to adjourn the meeting at 6:04pm. Seconded by Trustee Cortez. Motion carried.

**Summit Public Library District
Library Board of Trustees
Regular Board Meeting Minutes
Wednesday, April 17th, 2024
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:32PM.
3. **Members Present:** Trustee Dardovski, Trustee Cruz, Trustee Cortez, Trustee Bond, Trustee Sonka.
Members Absent: Trustee Munoz, Trustee Duley.
4. **Minutes:** Trustee Cortez made a motion to approve minutes from the January 17th, 2024, regular meeting. Seconded by Trustee Sonka. Motion carried.
5. **Visitors:**

Chester – Planz Heating and Aire Conditioning, Inc. – Discussion on current estimate, and overall HVAC unit process and concerns.

Anne Skrodzki – Klein, Thorpe, and Jenkins Ltd. – Provided overview of services, and answered questions from Trustees and Director.

Aurora Rodriguez – Summit Resident, Village Trustee
6. **Director's Report:** March 2024 – April 2024
AgeOptions Q2FY24 Quarterly Meeting, 3/19
Annual Illinois State Library Certification submitted.
Annual sprinkler inspection by Reliable Fire and Safety, on 4/3
Annual Library Certification and Illinet Interlibrary Survey submitted.
Mobile Satellite office visit at the library, from the offices of State Representative Abdelnasser Rashid -21st District', and State Senator Mike Proffirio on 4/11.
I had a meeting with Aging Care Connection, with a Caregiver Support Program Supervisor, on 4/9, to discuss working relationships between both agencies, connections to make to serve our communities.
Hygiene and Personal Care Items Drive box placed at the library, by the group Leadershop. Little Blossoms Daycare in Summit, library visit on 4/1.
Check received from AgeOptions, Suburban Area Agency on Aging, for \$7,500.00. FY24.
Pillars, Resource table set out in library for education information for library patrons.

7. **President's Report:** Reminded Trustees to turn in their SEI forms on time.
8. **Vice-President's Report:** No report.
9. **Secretary's Report:** No report.
10. **Treasurer's Report:**
Trustee Cruz made a motion to approve March 2024 bills and April 2024 bills, for the amount of \$28,001.05 and \$14,70.50. Seconded by Trustee Bond. Roll call vote: Trustee Cruz – yes, Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Cortez – yes, Trustee Bond – yes. Motion carried. Trustee Cruz made a motion to approve February and March payroll for the amount of \$31,423.04.. Seconded by Trustee Sonka. Roll call vote: Trustee Cruz – yes, Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Cortez – yes, Trustee Bond – yes. Motion carried.
11. **Board Member Report:** No report.
12. **Committee of the Whole Report:** No report.
13. **Old Business**
 - a. **Planz Heating and Air Conditioning – Estimate:** Trustee Sonka made a motion to approve the estimate for installing Freon for the AC. Seconded by Trustee Cortez. Roll call vote: Trustee Cruz – yes, Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Cortez – yes, Trustee Bond – yes. Motion carried.
14. **New Business**
 - a. None.

Executive Session

15. **Adjournment:**
Trustee Bond made a motion to adjourn the meeting at 6:40pm. Seconded by Trustee Sonka. Motion carried.

**Summit Public Library District
Library Board of Trustees
Regular Board Meeting Minutes
Wednesday, May 15th, 2024
5:30PM**

1. Pledge of Allegiance:

2. Call to Order: The meeting was called to order at 5:46p.m.

3. Members Present: Trustee Dardovski, Trustee Cruz, Trustee Cortez, Trustee Duley.

Members Absent: Trustee Sonka, Trustee Bond, Trustee Munoz.

4. Minutes: Trustee Cortez made a motion to approve minutes from the April 17th, 2024. regular meeting. Seconded by Trustee Cortez. Motion carried.

5. Visitors:

John P. Caruso – Head, Mechanical/Electrical Engineering Department – Christopher B. Burke Engineering, LTD. Discussed bid contract for the HVAC replacement project.

6. Director's Report: April 2024 – May 2024

Library staff, Lee Krizka, participated in the eRead Illinois Boundless Webinar, 4/23. eRead Illinois renewed for the next year.

Design progress meeting on 4/26 for HVAC system/unit. Burke Engineering.

Penworthy books meeting, staff Olivia Morguz, 4/30.

Community Project Funding Grant submitted.

Classroom visits from Walsh Elementary School, during the month of May.

7. President's Report: No report.

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

9. Secretary's Report: No report.

10. Treasurer's Report:

Trustee Cruz made a motion to approve May 2024 bills, for the amount of \$19,981.13. Seconded by Trustee Duley. Roll call vote: Trustee Cruz – yes, Trustee Dardovski – yes, Trustee Duley – yes, Trustee Cortez – yes. Motion carried.

Trustee Cruz made a motion to approve payroll for the amount of \$16,294.14. Seconded by Trustee Duley. Roll call vote: Trustee Cruz – yes, Trustee Duley– yes, Trustee Dardovski – yes, Trustee Cortez – yes, Motion carried.

11. **Board Member Report:** Trustee Cortez spoke about a Community Project grant, which Director Drew applied for a few weeks ago.
12. **Committee of the Whole Report:** No report.
13. **Old Business**
- a. HVAC replacement project – Trustee Corez made a motion to approve the bid contract for the HVAC replacement project. Seconded by Trustee Cruz. Roll call vote: Trustee Duley – yes, Trustee Dardovski – yes, Trustee Cruz – yes, Trustee Cortez – yes. Motion carried.
14. **New Business**
- a. None.

Executive Session

15. **Adjournment:**
Trustee Cortez made a motion to adjourn the meeting at 6:25pm. Seconded by Trustee Duley. Motion carried.

**Summit Public Library District
Library Board of Trustees
Regular Board Meeting Minutes
Wednesday, August 21st, 2024
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:31p.m.
3. **Members Present:** Trustee Cruz, Trustee Cortez, Trustee Duley, Trustee Sonka.

Members Absent: Trustee Dardovski, Trustee Bond, Trustee Munoz.
4. **Minutes:** Trustee Cortez made a motion to approve minutes from the April 17th, 2024. regular meeting. Seconded by Trustee Cortez. Motion carried.
5. **Visitors:** No visitors.
6. **Director's Report:** July 2024 – August 2024
Community Resource Fair, 7/19, at Walsh Elementary School. Library table was set up at the fair. Staff, Olivia Morgucz attended.
Mobile office hours at the library, with State Rep. Rashid's office and Senator Profirio's office, on 7/11.
The library participated in the Village wide garage sale on 7/26 and 27. Library décor from past years, and summer reading t-shirts from past years were sold.
End of summer reading program on 7/25. 9 kid's participated in the end of program party at Haunted Trails in Bridgeview. Winner's announced. List of summer reading donations attached.
Imagetec, copier demo for staff.
Class visit to the library, from Summit Park District's summer camp, on 7/30.
Olivia met with a rep. form Ollis books on 8/12 . Children's book vendor.
8/2- Limricc's Fall Member meeting. Topic: 2-25 benefit renewal and move to Blue Cross Shield of IL
7. **President's Report:** No report.
8. **Vice-President's Report:** No report.
9. **Secretary's Report:** No report.
10. **Treasurer's Report:**

Trustee Cruz made a motion to approve July 2024 bills, for the amount of \$10,717.32. Seconded by Trustee Cortez. Roll call vote: Trustee Sonka – yes, Trustee Cortez – yes, Trustee Cruz – yes, Trustee Duley – yes. Motion carried.

Trustee Cruz made a motion to approve August 2024 bills, for the amount of \$40,125.61. Seconded by Trustee Cortez. Roll call vote: Trustee Sonka – yes, Trustee Cortez – yes, Trustee Cruz – yes, Trustee Duley – yes. Motion carried.

Trustee Cruz made a motion to approve payroll for the amount of \$38,480.66. Seconded by Trustee Cortez. Roll call vote: Trustee Sonka – yes, Trustee Cortez – yes, Trustee Cruz – yes, Trustee Duley – yes. Motion carried.

11. **Board Member Report:** Tree in front of building – timeline, sidewalk in front of building.

12. **Committee of the Whole Report:** No report.

13. **Old Business**

14. **New Business**

Executive Session

15. **Adjournment:**

Trustee Cortez made a motion to adjourn the meeting at 5:41pm. Seconded by Trustee Duley. Motion carried.

**Summit Public Library District
Library Board of Trustees
Regular Board Meeting Minutes
Wednesday, September 18th, 2024
5:00PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:13pm.
3. **Members Present:** Trustee Dardovski, Trustee Cruz, Trustee Cortez, Trustee Duley, Trustee Sonka. Trustee Munoz arrived at 5:29pm.

Members Absent: Trustee Bond

4. **Minutes:** Trustee Cortez made a motion to approve minutes from the ~~April 17th~~ ^{August 17th} 2024 regular meeting. Seconded by Trustee Cortez. Motion carried.

5. **Visitors:** No visitors.

6. **Director's Report:** August 2024 – September 2024
Staff, Olivia Morgucz, attending the Back-to-school Fair for the library, held at Walsh Elementary, 8/19. Staff, Peggy Cusic and Heidi Hernandez, attending the SWAN Expo 2024, held at Moraine Valley Community College, 8/23. Conference intended for library support staff. Fox Valley radio alarm testing on 8/26. The library closed early at 3:00pm, a few days in August, due to high heat temperatures in the building. Argo Homecoming parade on 9/14. 7 staff participated, 1 Trustee, 4 volunteers.

7. **President's Report:** No report.

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

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

10. **Treasurer's Report:**

Trustee Cruz made a motion to approve September 2024 bills, for the amount of \$15,509.68. Seconded by Trustee Cruz. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee Cortez – yes, Trustee Cruz – yes, Trustee Munoz – yes, Trustee Duley – yes, Trustee Dardovski - yes. Motion carried.

Trustee Cruz made a motion to approve payroll for the amount of \$15,883.38. Seconded by Trustee Cortez. Roll call vote: Trustee Sonka – yes, Trustee Munoz – yes, Trustee Dardovski – yes, Trustee Cortez – yes, Trustee Cruz – yes, Trustee Duley – yes. Motion carried.

11. **Board Member Report:** IGA update, Cook County question about document from Trustee Cortez, Flyer sent out to group from Trustee Duley.

12. **Committee of the Whole Report:** No report.

13. **Business:** Library budget draft figures for FY25, were reviewed and approved.

Executive Session

14. **Adjournment:**

Trustee Duley made a motion to adjourn the meeting at 6:31pm. Seconded by Trustee Sonka. Motion carried.