

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, February 15th, 2023  
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:35PM.
3. **Members Present:** Trustee Cortez, Trustee Duley, Trustee Dardovski. Trustee Sonka, Trustee Sendziak.  
**Members Absent:** Trustee Munoz, Trustee Vukovich. Trustee Cortez
4. **Minutes:** Trustee Sonka made a motion to approve minutes from the November 16th, 2022. regular meeting. Seconded by Trustee Dardovski. Motion carried.
5. **Visitors:** No visitors.
6. **Director's Report:** November 2022, December 2022, January 2023  
Meetings
  - FY23 Mandatory Library CARES Quarterly meeting, 12/13. Via Zoom. Library Partners Meeting, 12/13 Age Options.
  - No regular board meeting held for December 2022, and January 2023.
  - Staff, Olivia Morgucz, met with a rep. from the children's book vendor Ollis books.
  - SWAN Quarterly meeting – 12/1, via Zoon. Director Drew attended.
  - LatinX/DLN – Zoom meeting with Caronline Crozier, and Intro to DLN adviser Dwanyne Douglas.
  - LatinX/DLN site visit on 12/27.
  - eRate review meeting with Julian Julius of CSC Consulting group, 1/20.
  - Meeting with SGA Youth and Family Services, to discuss partnership, 1/26.
  - I attended the Professional Development Alliance (PDA) webinar "Hiring Library Staff: Best Practices for the Interviewer" on 2/2.
  - Professional Development Alliance (PDA) webinar "Hiring Library Staff: Best Practices for the Interviewer" presented by Ben Mead-Harvey will be held tomorrow, February 2, from 10:00-11:00 a.m. (Central Time).Building and Maintenance
  - Planz Mechanical – Regular maintenance
  - Boiler inspection by the Office of the State Fire Marshal, 12/7.
  - New library copier – Imagetec. Former machine, Konica Minolta.

- Stanley Access Technologies regular maintenance for door repair. Service proposal given to repair weather stripping on back entrance door.
- Programming and Community
- Christmas ornaments were made at a kid's arts and crafts class, to be placed on the Village of Summit's Christmas tree.
  - I attended the ribbon cutting ceremony at BEDS Plus in Summit, along with staff, Olivia Morgucz .
  - Staff, Mayra Gomez' last day of work was for December 24<sup>th</sup>.
  - End of holiday food drive, 12/31.
  - End of children's winter reading program, 1/30.
  - Meet and Greet/Book signing on 1/10.
  - Staff holiday event held on 12/9, at Mangia Mangia in Countryside. Dinner and gift exchange.
  - Final bond payment submitted on 11/28. Director Drew met with Trustee Duley, at BMO Harris in Oak Lawn.
- Misc.
- New accounting firm services began at the beginning of the year. Wermer, Rogers, Doran, and Rozan, LLC
  - New hire – Alexandra Gomez. To be placed on the work schedule for every Saturday.
  - Per Capita Grant was submitted to the Secretary of State's Office.

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

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

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

10. **Treasurer's Report:** -

Trustee Sendziak made a motion to approve December 2022 bills, January 2023 bills, and February 2023 bills, with changes, for the amount of \$54,043.56. Seconded by Trustee Duley. Motioned carried.

Roll call vote: Trustee Duley – yes, Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Sendziak – yes. Trustee Sendziak made a motion to approve payroll, for the total amount of \$53,210.20. Seconded by Trustee Duley. Motion carried.

Roll call vote: Trustee Dardovski – yes, Trustee Duley– yes, Trustee Sonka – yes, Trustee Sendziak, yes. Motion carried.

11. **Board Member Report:** Update on certain utilities.

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

**13. Business**

- a. Library goals – Deferred to next meeting.
- b. Bid for HVAC system proposal      To be discussed further discussed at the next meeting.
- c. Library fundraiser      Ideas were discussed. To be further discussed at the next meeting.

**Executive Session**

**14. Adjournment:**

Trustee Dardovski made a motion to adjourn the meeting at 6:21pm  
Seconded by Trustee Sonka. Motion carried.

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, March 15th, 2023  
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:51PM.
3. **Members Present:** Trustee Cortez, Trustee Duley, Trustee Dardovski. Trustee Sonka, Trustee Sendziak.  
**Members Absent:** Trustee Munoz, Trustee Vukovich
4. **Minutes:** Trustee Duley made a motion to approve minutes from the February 15th, 2022. regular meeting. Seconded by Trustee Dardovski. Motion carried.
5. **Visitors:** Ricardo Gonzalez, Library IT Consultant – Provided an update on what the library needs for cameras. Will have quotes for next month’s meeting.
6. **Director’s Report:** February 2023 – March 2023  
SWAN Quarterly meeting held on 3/2.  
Dominican University - MSW program Community Project Interview with me held on 3/9.  
Planz Heating regular maintenance, and valve replacements.  
The Interlibrary Loan and Reciprocal Borrowing Statistical Survey for period FY 2022 (July 1, 2021 – June 30, 2022) was completed and submitted. Annual requirement.  
The Illinois State Library for library system membership was completed and submitted. Annual requirement.
7. **President’s Report:** Fundraising update from inquiries to Attorney, possible meetings with State Reps.
8. **Vice-President’s Report:** BMO bank accounts.
9. **Secretary’s Report** – No report.

**10. Treasurer's Report:**

Trustee Sendziak made a motion to approve March 2023 bills, for the amount of \$16,089.93.. Seconded by Trustee Duley. Motioned carried.

Roll call vote: Trustee Duley – yes, Trustee Cortez – yes, Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Sendziak – yes. Trustee Sendziak made a motion to approve payroll, for the total amount of \$26,726.30, with changes. Seconded by Trustee Duley. Motion carried. Roll call vote: Trustee Dardovski – yes, Trustee Cortez – yes, Trustee Duley – yes, Trustee Sonka – yes, Trustee Sendziak, yes. Motion carried.

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

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

**13. New Business**

- a. ALA Annual Conference and Exhibition – The board approved for Director Drew to attend the library conference in June. Chicago, IL.
- b. Library goals To be addressed at June's meeting.

**Old Business**

- a. Bid for HVA system proposal Discussion deferred to next meeting.
- b. Library fundraiser Discussion deferred to next meeting.

**Executive Session**

**14. Adjournment:**

Trustee Dardovski made a motion to adjourn the meeting at 6:45pm  
Seconded by Trustee Sonka. Motion carried.

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, April 19th, 2023  
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:43PM.
3. **Members Present:** Trustee Cortez, Trustee Duley, Trustee Sonka, Trustee Sendziak.  
**Members Absent:** Trustee Dardovski, Trustee Munoz, Trustee Vukovich
4. **Minutes:** Trustee Sonka made a motion to approve minutes from the March 15th, 2022. regular meeting. Seconded by Trustee Duley. Motion carried.
5. **Visitors:** Incoming Trustees – Erica Munoz, and Miriam Gonzalez
6. **Director's Report:** March – April 2023  
**Meetings**  
Age Options FY2023 Library Partners' Meeting, 3/21. I attended, along with staff Lee Krizcka, who provided an overview on our book club meetings.  
EBSCO resources overview webinar, I attended on 4/5. To learn more about the features of the variety of public library and K-12 EBSCO resources available through RAILS.  
**Building**  
Planz Heating and Cooling – regular maintenance, repairs - replace the VAV1-0 Sensor for the maintenance workroom/electric room.  
Stanley Access. Door repairs. Weather strips on front entrance door.  
Flagpole quote for replacement from W.G.N. Flag and Decoration Co.  
**Community**  
Happy Days Day Care, class visits and tour of library, by staff member O. Morgucz. April 4<sup>th</sup> and 5<sup>th</sup>.
7. **President's Report:** ILA Trustee Training, Attorney updates
8. **Vice-President's Report:** Counting stats at front door.
9. **Secretary's Report** – No report.
10. **Treasurer's Report:**  
Trustee Sendziak made a motion to approve April 2023 bills, for the amount of \$29,453.64. Seconded by Trustee Duley.

Roll call vote: Trustee Duley – yes, Trustee Cortez – yes, Trustee Sonka – yes, Trustee Sendziak – yes. Motion carried. Trustee Sendziak made a motion to approve payroll, for the total amount of \$15,173.00. Seconded by Trustee Duley. Roll call vote: Trustee Cortez – yes, Trustee Duley– yes, Trustee Sonka – yes, Trustee Sendziak, yes. Motion carried.

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

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

13. **New Business**

- |    |   |                               |
|----|---|-------------------------------|
| a. | Library camera quotes<br>company, to retrieve references for next month's meeting. Decision will be made by then. | Director Drew will speak with |
|----|---|-------------------------------|

**Old Business**

- |    |                             |  |
|----|-----------------------------|--|
| a. | Bid for HVA system proposal | More details needed.                           |
| b. | Library fundraiser          | Proposed new date of August 31 <sup>st</sup> , |

**Executive Session**

14. **Adjournment:**

Trustee Sonka made a motion to adjourn the meeting at 6:20pm Seconded by Trustee Sendziak.. Motion carried.

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, May 17, 2023  
5:30PM**

**1. Pledge of Allegiance:**

**2. Call to Order:** The meeting was called to order at 5:45PM.

**3. Members Present:** Trustee Dardovski, Trustee Cortez, Trustee Duley, Trustee Sonka, Trustee Sendziak.

**Members Absent:** Trustee Munoz

Motion to nominate Trustee Dardovski for President.

Motion to nominate Trustee Sonka for Vice-President.

Motion to nominate Trustee Cruz for Treasurer.

Motion to nominate Trustee Cortez as Secretary.

**4. Minutes:** Trustee Sonka made a motion to approve minutes from the April 19<sup>th</sup>, 2023. regular meeting. Seconded by Trustee Duley. Motion carried.

**5. Visitors:** Residents of Summit.

**6. Director's Report:** April – May 2023

**7. President's Report:**

**8. Vice-President's Report:**

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

**10. Treasurer's Report:**

Trustee Cruz made a motion to approve May 2023 bills, for the amount of \$13,642.23. Seconded by Trustee Sonka.

Roll call vote: Trustee Cortez – yes, Trustee Sonka – yes, Trustee – Dardovski – yes, Trustee Munoz - yes. Motion carried. Trustee Cruz made a motion to approve payroll, for the total amount of \$15,240.78. Seconded by Trustee Sonka. Roll call vote: Trustee Cortez – yes, Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Munoz - Yes. Motion carried.

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

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



**13. New Business**

- a. The board approved to have library cameras installed. The company to install will be CSC Consulting Group.

**Old Business**

- a. Bid for HVA system proposal                      More details needed.
- b. Library fundraiser                                      More details needed. Proposed new  
date of August 31<sup>st</sup>

**Executive Session**

**14. Adjournment:**

Trustee Dardovski made a motion to adjourn the meeting at 6:37pm.  
Seconded by Trustee Sonka. Motion carried.

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, June 21st, 2023  
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 Sonka, Trustee Munoz, and Trustee Cruz.  
**Members Absent:** Trustee Cortez.

**4. Minutes:** Trustee Sonka made a motion to approve minutes from the May 17<sup>th</sup>, 2023, regular meeting. Seconded by Trustee Cruz. Motion carried.

**5. Visitors:**

Anne M. Skrodzki – Klein, Thorpe & Jenkins Ltd. – Introduction of self to library board members, discussed trustee training, and answered questions from board members.

Jeffrey A. Duley – Summit resident – Interest in becoming re-appointed to the board. The board voted to re-appoint Jeffrey A. Duley.

Ramanda Bond – Summit resident - Expressed interest in joining the board. The board voted to appoint Ramanda Bond.

**6. Director's Report: May – June 2023**

**Meetings**

Staff member, Lee Krizka, attended the Neighborhood Watch Meeting held at the Summit Police Station, 5/18. She promoted library programs and services to attendees. SWAN Administrators' and Directors' Quarterly Meeting, 6/1.

Digital Equity and Libraries: A Community Conversation with Suburban Libraries in Cook County, 6/7. Led by the Director of Digital Equity for Cook County Government and Suburban Digital Equity Guiding Team Members to learn and discuss our community's experience with quality and affordable Internet, computers, and digital learning resources.

I attended the Quarter 3 Mandatory Library CARES Partner Meeting, 6/20. Age Options.

**Building**

Planz Heating and Cool, regular maintenance.

Davey Tree, received proposal for tree pruning, and growth regulator treatment.

**Community**

Staff members, Marielis Rodrigues and Lori William, provided library hand-out materials and promoted library services at the Red Stars soccer game, 5/27, in Bridgeview.

Walsh Elementary school visit to the library, 5/22 and 5/26. Staff members, Olivia Morgucz and Peggy Cusic, gave a library tour to students, arts and crafts, reading to the service dog.

The library received a letter, for being awarded a Per Capita Grant in the amount of \$16,465.43, for fiscal year 2023, by the Secretary of State's Office.

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

8. **Vice-President's Report:** Trustee training updates at Summit Park District, Neighborhood watch meeting – staff that provided library update at meeting did a great job.

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

10. **Treasurer's Report:**

Trustee Cruz made a motion to approve June 2023 bills, for the amount of \$11,902.82. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee – Dardovski – yes, Trustee Munoz, Trustee Cruz – yes. Motion carried. Trustee Cruz made a motion to approve payroll, for the total amount of \$23,825.76. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Munoz, Trustee Cruz - yes. Motion carried.

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

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

13. **Old Business**

- |    |                             |   |
|----|-----------------------------|---|
| a. | Library goals               | Director Drew provided past goals, from Trustees. To be discussed further at another meeting. |
| b. | Bid for HVA system proposal | More details needed. Refresher next month for newly elected, and appointed board members.     |
| c. | Library fundraiser          | Deferred to next month's meeting.   |

14. **New Business**

- a. RECESS TO CLOSED MEETING FOR THE PURPOSE OF DISCUSSION OF: 1. The Selection Of A Person To Fill A Public Office, As Defined In This Act, Including A vacancy In A Public Office, When The Public Body Is Given Power To Appoint Under Law Or Ordinance, Or The Discipline, Performance Or Removal Of The Occupant of A Public Office, When The Public Body Is Given Power To Remove The Occupant Under Law Or Ordinance. (5 ILCS 120c(3))

**Executive Session**

15. **Adjournment:**

Trustee Dardovski made a motion to adjourn the meeting at 6:02pm. Seconded by Trustee Sonka. Motion carried.

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, July 19, 2023  
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 Sonka, Trustee Munoz, and Trustee Cruz, Trustee Duley, Trustee Bond.  
**Members Absent:** Trustee Cortez.
4. **Minutes:** Trustee Sonka made a motion to approve minutes from the June 17th, 2023. regular meeting. Seconded by Trustee Munoz. Motion carried.
5. **Visitors:**  
Werner Rogers Doran Ruzon – Public Accountants  
Christopher Chamblee, Mary Lancaster, and Leslie Estrada – Introductions of self and duties. Spoke about library procedures and communication between Director.  
Summit resident/Village Trustee – Sonia Ponce – Spoke about possible collaboration with banks and library.  
Summit resident/Park Board Commissioner – Oscar Ponce – No comments.
6. **Director's Report:** June – July 2023  
Meetings – Director Drew and staff Olivia Morgucz attended the annual ALA Conference held in Chicago, 6/23-26, at the McCormick Place. Suburban Cook County Digital Equity Guiding Team meeting, led by Cook County Digital Director in the President's Office, Kyla William Tate, 6/7. "A Community Conversation: Internet and Computer Access in Summit" Director Drew, Trustee Sonka, and Trustee Bond attended.  
Building – Library cameras have been installed, by CSC Consulting. Fire Alarm annual testing, by Johnson Controls Security, 7/11.  
Community – Youth hygiene drive box at library ,by The Leadership Group in Summit.
7. **President's Report:** No report.
8. **Vice-President's Report:** Meeting on 6/27, by Latinx DLN.
9. **Secretary's Report** – No report.

**10. Treasurer's Report:**

Trustee Cruz made a motion to approve July 2023 bills, for the amount of \$14,743.82. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee – Dardovski – yes, Trustee Munoz, Trustee Cruz – yes, Trustee Munoz, and Trustee Bond – yes. Motion carried. Trustee Cruz made a motion to approve payroll, for the total amount of \$15,379.94. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Munoz, Trustee Munoz, Trustee Cruz , and Trustee Bond- yes. Motion carried.

**11. Board Member Report:** Trustee Duley – Would like for the board Secretary to begin taking minutes. Inquired about tutoring at the library. Setting up Chromebook classes.

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

**13. Old Business**

- a. Bid for HVAC system proposal      Further review and discussion later.
- b. Library fundraiser                      Further discussion later.

**14. New Business**

- a. MOU Agreement – Latinx DLN – The letter presented to trustees, will be signed. Hold off on signing any agreement.

**Executive Session**

**15. Adjournment:**

Trustee Sonka made a motion to adjourn the meeting at 6:33pm. Seconded by Trustee Cruz. Motion carried.

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, September 20th, 2023  
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:31PM.
3. **Members Present:** Trustee Dardovski, Trustee Sonka, Trustee Munoz, and Trustee Cruz, Trustee Duley, Trustee Cortez  
**Members Absent:** Trustee Bond
4. **Minutes:** Trustee Sonka made a motion to approve minutes from the July 19th, 2023 regular meeting. Seconded by Trustee Cruz. Motion carried.
5. **Visitors:**  
New staff hire, Heidi Hernandez Cedillo- Brief introduction of self to the board.  
Alex Rado of Global Life Liberty National – Spoke about insurance for staff.
6. **Director's Report: August -- September 2023**  
**Meetings**  
I met with reps. From Gale, to discuss Excel Adult High School. Meeting to go over details of the program. I met with Sonia Ponce, Village Trustee and Summit Resident, and Maria Baker – Summit Resident, Banker, on 8/17 to discuss possible library program collaboration on financial literacy, to the community. Staff member, Lee Krizcka, attended the Zoom session, sponsored through RAILS. Introduction to Boundless. I had a follow-up meeting with Gale reps., to discuss the Excel Adult High School online degree setup, 9/13. Quarterly FY23 Library CARES meeting, 9/19.  
**Building**  
Olsen Roofing -- Response to leaks. 3 leaks -- Teen section, Circulation by pillar, Children's by skylight. Also, make minor repairs as needed. Fox Valley Fire and Safety. Annual radio monitoring inspection (Device that monitors our fire alarm). 8/31. Annual backflow testing, performed by Taylor Plumbing. 1 backflow device tested, and two failed. Proposal to repair failed devices to follow.  
Davey Trees -- Growth regulator applied to the pear tree in the courtyard, north side, closes to the library. No extra charge, as this was included in the original proposal.  
**Community**  
The library participated in the Aging Care Connections, bi-lingual community health fair for Older Adults, on 8/31. Staff members Olivia Morgucz and Lee Krizcka represented the library.  
The library participated in the Argo High School Homecoming parade on 9/9.  
Library visit from Argo High School, Special needs students. I gave a tour, and overview of how to use the library, and talk on upcoming programs.  
**Staffing**  
New hire -- Heidi Hernandez Cedillo, as part-time Circulation Desk Clerk.

7. **President's Report:** Thank you staff for past programming.

8. **Vice-President's Report:** Thank you to staff for past programming.

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

10. **Treasurer's Report:**

Trustee Cruz made a motion to approve September 2023 bills, for the amount of \$25,002.31. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee – Dardovski – yes, Trustee Cruz – yes, Trustee Cortez, Trustee Duley, and Trustee Munoz – yes. Motion carried. Trustee Cruz made a motion to approve payroll, for the total amount of \$13,390.87. Seconded by Trustee Sonka. Roll call vote: Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Munoz, Trustee Cortez, and Trustee Duley, Trustee Cruz. Motion carried.

11. **Board Member Report:** Trustee Cortez – Correct protocol for library bomb threats.

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

13. **Old Business**

- a. Bid for HVAC system proposal -President Darvodski asked Director Drew to contact a consulting and engineering firm to obtain bid work.

14. **New Business**

- a. Library Budget FY24 – Draft - Figures presented by Director Drew, to be reviewed and approved at next month's board meeting.

**Executive Session**

15. **Adjournment:**

Trustee Sonka made a motion to adjourn the meeting at 6:51pm.  
Seconded by Trustee Cortez. Motion carried.

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, October 18th, 2023  
5:40PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:42PM.
3. **Members Present:** Trustee Sonka, Trustee Cruz, Trustee Duley, Trustee Cortez  
**Members Absent:** Trustee Bond, Trustee Dardovski, Trustee Munoz
4. **Minutes:** Trustee Cortez made a motion to approve minutes from the September 20<sup>th</sup>, 2023. regular meeting. Seconded by Trustee Cruz. Motion carried.
5. **Visitors:** No Visitors
6. **Director's Report:** October - November 2023  
Excel Adult High School meeting...11/7. Learn how to process new applicants, monitor student progress, and view graduates.  
Audit field work the week of 11/6...  
"Responding to & Investigating Hoax Bomb Threats & Swatting" Webinar, 10/24.  
This course will introduce attendees to the realities of bomb threats and swatting (prank call) hoaxes, including a detailed review of statistics and current trends seen across the country. Characteristics of hoax calls and best practices for the assessment and response will be covered, including the decision-making process for evacuation or sheltering in place.  
HVAC project design proposed to Board.
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 October 2023 bills, for the amount of \$10,946.76. Seconded by Trustee Cortez. Roll call vote: Trustee Sonka – yes, Trustee – Trustee Cruz – yes, Trustee Cortez, Trustee Duley. Motion carried. Trustee Cruz made a motion to approve payroll, for the total amount of \$16,095.84. Seconded by Trustee Duley. Roll call vote: Trustee Sonka – yes, Trustee Cortez, and Trustee Duley, Trustee Cruz. Motion carried.



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

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

**13. Old Business**

- a. Director Drew provided the board with a project analysis from Mackie Consultants, LLC. Board signed. Director Drew will send to Attorney for review, before sending. Trustee Cortez made a motion to approve the Bid for HVAC system proposal, by Mackie Consultants, LLC. Seconded by Trustee Cruz – Roll call vote: Trustee Sonka – yes, Trustee Duley – Abstain, Trustee Cruz – yes, Trustee Cortez – yes. Motion carried.

**14. New Business**

- a. Trustee Cortez made a motion for the Approval of the Ordinance Providing for the Budget and Appropriations of Summit Public Library District, Cook County, Illinois, for the Fiscal Year Beginning July 1, 2023 and ending June 30, 2023. Seconded by Trustee Duley. Roll call vote: Trustee Sonka – yes, Trustee Duley – Yes, Trustee Cruz – yes, Trustee Cortez – yes. Motion carried.
- b. Trustee Duley made a motion to approve the BMO Certified Resolutions for Local Government Customer, that was signed by Board. Absent board members will stop in to sign. Seconded by Trustee Cortez. Trustee Sonka – yes, Trustee Duley – yes, Trustee Cruz – yes, Trustee Cortez – yes. Motion carried.

**Executive Session**

**15. Adjournment:**

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

**Summit Public Library District  
Library Board of Trustees  
Regular Board Meeting Minutes  
Wednesday, November 15th, 2023  
5:30PM**

1. **Pledge of Allegiance:**
2. **Call to Order:** The meeting was called to order at 5:32PM.
3. **Members Present:** Trustee Sonka, Trustee Dardovski, Trustee Duley, Trustee Cruz, Trustee Bond.  
**Members Absent:** Trustee Cortez, Trustee Munoz
4. **Minutes:** Trustee Cortez made a motion to approve minutes from the September 20<sup>th</sup>, 2023. regular meeting. Seconded by Trustee Cruz. Motion carried.
5. **Visitors:** Summit Fire Department Chief, Anthony Anderson – Discussed services and resources for the library, CPR classes.
6. **Director's Report:** October - November 2023  
Excel Adult High School meeting, via Zoom 11/7 and 11/13. Learned how to process new applicants, monitor student progress, and view graduates.  
Audit field work the week of 11/6, by our Auditors Lauterbach and Amen.  
"Responding to & Investigating Hoax Bomb Threats & Swatting" Webinar, 10/24.  
This course will introduce attendees to the realities of bomb threats and swatting (prank call) hoaxes, including a detailed review of statistics and current trends seen across the country. Characteristics of hoax calls and best practices for the assessment and response will be covered, including the decision-making process for evacuation or sheltering in place.  
HVAC project design project proposed to Board. All board members are now officially signers, on all BMO accounts for the library.  
Staff member, Lee Krizka's public notary information has been renewed.  
Annual library holiday food drive began on 11/1. Runs until 1/5.  
Winter Coat drive, sponsored by the Argo-Summit Masons.
7. **President's Report:** Goals for next year, wished everyone happy holiday.
8. **Vice-President's Report:** Wished everyone happy holidays.
9. **Secretary's Report:** No report.

**10. Treasurer's Report:**

Trustee Sonka made a motion to approve November 2023 bills, for the amount of \$22,434.72. Seconded by Trustee Bond. Roll call vote: Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Duley – yes, Trustee Cruz – yes, Trustee Bond – yes. Motion carried. Trustee Bond made a motion to approve payroll, for the total amount of \$15,422.47. Seconded by Trustee Duley. Roll call vote: Trustee Sonka – yes, Trustee Dardovski – yes, Trustee Bond – yes, Trustee Cruz – yes, Trustee Duley – yes. Motion carried.

**11. Board Member Report:** Trustee Duley spoke about the library's account at Fifth Third Bank. The board would like to update signers on the account.

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

**13. Old Business**

- a. Reconsideration discuss for the HVAC system design. The board decided to keep with the original signed paperwork from Mackie Consultants, LLC. Director Drew will submit.

**14. New Business**

- a. Trustee Duley made a motion to approve the Ordinance No. 2023-11-15. Levying and Assessing Taxes of Summit Public Library District, Cook County, Illinois for the Fiscal Year Beginning July 1, 2023 – June 30<sup>th</sup>, 2024. Seconded by Trustee Cruz. Roll call vote: Trustee Dardovski – yes, Trustee Cortez – yes, Trustee Duley – yes, Trustee Bond – yes, Trustee Sonka – yes. Motion carried.

**Executive Session**

**15. Adjournment:**

Trustee Sonka made a motion to adjourn the meeting at 6:22pm. Seconded by Trustee Bond. Motion carried.