

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JUNE 26, 2019 AT
12 N. ELM STREET, PROSPECT HEIGHTS, ILLINOIS

I. CALL TO ORDER/ROLL CALL

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:01 P.M.

Roll Call: Physically Present: Trustees Bochula, Kerr, Lahey, Moser and Penick.

Absent: Trustees Milashus and Peterson.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; incoming Building Maintenance Manager, Jason Kolisch; and Claudine Kastner.

Trustee Milashus arrived at 7:05 P.M.

II. APPROVAL OF MINUTES

The minutes of the May 29, 2019 regular Board meeting were presented and there being no changes, the minutes, as presented, were approved by unanimous consent.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd introduced Jason Kolisch of City Wide Chicago as the new Building Maintenance Manager to replace Greg Mueller.

Director Todd circulated a thank you letter received from the Niles Nursing Home and Rehabilitation Center in appreciation for the Library having lent easels to the facility.

VI. PRESIDENT'S REPORT

Trustee Moser described his leadership style to the Board, and solicited their candid input on an ongoing basis throughout his tenure as President.

The President made the following Committee appointments:

Budget and Finance – Trustees Penick and Milashus;
Building and Grounds – Trustees Bochula and Lahey; and
Personnel – Trustees Kerr and Penick.

VII. TREASURER’S REPORT

Trustee Penick presented the following information:

As of May 31, 2019:

Cash on Hand	\$	150.00
Library Petty Cash		811.15
First Midwest Checking Account		179,348.83
First Midwest Savings Account		2,997,601.79
Illinois Funds		<u>3,724,650.78</u>
		\$ 6,902,562.55

Trustee Penick moved, seconded by Trustee Lahey, to approve the Combined Statement of Assets as of May 31, 2019 in the amount of \$ 6,902,562.55.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser and Penick.

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

Trustee Penick moved, seconded by Trustee Bochula to approve the list of disbursements for May and June, 2019 in the amount of \$ 218,976.94.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser and Penick.

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

Trustee Penick moved, seconded by Trustee Lahey to approve the transfer of \$250,000 from the First Midwest Bank savings account to the First Midwest Bank checking account.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser and Penick.

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including plumbing issues; the transition from Greg Mueller to Jason Kolisch for building and grounds maintenance effective July 1; personnel accomplishments; various patron issues; the migration to new accounting software and CPA firm; status to-date of the Summer Reading Program, "It's Showtime;" Library trustee attendance at the first village-wide trustee social held on June 18; the Prospect Heights Park District Block Party on June 22; staff attendance at the June 20 – 24 American Library Association annual national conference in Washington, D.C.; and statistics from a 2016 nationwide library usage survey, showing that nearly one-half of Americans who live within a public library service area, over 171 million people, are registered library users.

Jason Kolisch left the meeting at 7:34 P.M.

IX. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

A committee meeting will be held on July 8.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

A committee meeting will be held on July 15 to review the Personnel and Policy manual, followed by a meeting the same day to discuss the By-Laws.

D. RAILS – Alex Todd

No report.

E. WPH Chamber of Commerce – Bill Moser

Trustee Moser discussed the current make-up of the Chamber and related issues.

X. OLD BUSINESS

A. Building Renovation

Director Todd discussed the results of his meetings with the architects, aimed at developing a final plan for the anticipated Library renovation.

XI. NEW BUSINESS

A. FY 19-20 Non-Resident Card Fee (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to set the fee for FY 19-20 non-resident library cards using the Tax Bill Method.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser and Penick.

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

B. Resolution 19-06-A – Resolution Honoring Greg Mueller (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve Resolution 19-06-A – Resolution Honoring Greg Mueller for his 25 years of service to the Library.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser and Penick.

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

C. Resolution 19-06-B – Resolution Honoring Bill Grigg (ACTION)

Trustee Moser moved, seconded by Trustee Bochula to approve Resolution 19-06-B – Resolution Honoring Bill Grigg for his 32 years of service to the Library.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Milashus, Moser and Penick.

Nays: None.

Absent: Trustee Peterson.

Abstain: None.

D. Board History

Director Todd distributed a listing of all Library Board trustees since the Library's opening.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:50 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President