

**MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD SEPTEMBER 25, 2019 AT
12 N. ELM ST. PROSPECT HEIGHTS, ILLINOIS**

I. CALL TO ORDER/ROLL CALL

The meeting of the Board of Trustees of the Prospect Heights Public Library District was called to order at 5:10 P.M.

Roll Call: Physically Present: Trustees Bochula, Kerr, Lahey, Moser, Penick, and Peterson
Absent: Trustee Milashus
No trustees were present via audio or video conference.
Also Physically Present: Executive Director Todd; Stu Wilson from Library Strategies Consulting Group

II. APPROVAL OF MINUTES

The minutes of the August 28, 2019 regular board meeting were presented and there being no changes, were approved by unanimous consent as presented.

III. PUBLIC COMMENTS

None

IV. ATTORNEY'S REPORT

Director Todd discussed the results of discussions held between him and Library Attorney Smith and between him and Trustee Moser concerning Director Todd's new consulting business. A memorandum will be signed by both Trustee Moser and Director Todd stipulating certain conditions for the business as it may relate to Director Todd's work at the Library. There were some questions about the business, but no Trustees raised any specific concerns.

V. COMMUNICATIONS

None

VI. PRESIDENT'S REPORT

Trustee Moser reported on various topics including that he and Trustee Penick will attend Trustee Day at the ILA Annual Conference in Tinley Park in October and asking Trustees to think about ways they can help promote the Library.

VII. TREASURER'S REPORT

Trustee Penick presented the following information:

As of August 31, 2019:

Cash on Hand	\$	511.00
Library Petty Cash		811.21
First Midwest Checking Account		202,602.88
First Midwest Savings Account		\$3,928,809.67
Illinois Funds		<u>3,749,978.50</u>
		\$7,882,352.26

Trustee Penick moved, seconded by Trustee Lahey to approve the Combined Statement of Assets as of August 31, 2019 in the amount of \$7,882,352.26.

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

Nays: None

Absent: Milashus

Abstain: None

Trustee Penick moved, seconded by Trustee Lahey to approve the list of paid disbursements for September, 2019 in the amount of \$195,613.84.

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

Nays: None

Absent: Milashus

Abstain: None

Trustee Penick moved, seconded by Trustee Peterson to approve the transfer of \$200,000.00 from the First Midwest Bank savings account to the First Midwest Bank checking account.

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

Nays: None

Absent: Milashus

Abstain: None

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including the receipt of the 2019 Per Capita Grant funds; the successful audit performed by Sikich; and encouraging Trustees to remind neighbors that the Library has plenty of scary stories, books, and movies for October.

IX. COMMITTEE REPORTS

A. Budget & Finance – Merete Penick

The Committee will meet on October 2, 2019 to discuss the 2019 Levy

B. Building & Grounds – Tim Bochula

The Committee will meet on October 2, 2019 to discuss the landscaping plans for the north boundary line.

C. Personnel & Policy – Marianne Kerr

No Report.

D. By-Laws Review – Marianne Kerr

Attorney Smith has provided a list of edits for the By-Laws. Director Todd will incorporate those edits into a new draft for the Committee's final review before they are presented to the Board for approval.

E. Rails – Alex Todd

No Report.

X. **OLD BUSINESS**

A. Renovation

Director Todd discussed the latest version of the architect's plans for the building renovation and the landscaping plans for the north boundary line. Director Todd also reviewed information on installing solar panels.

XI. **NEW BUSINESS**

A. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06 (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the written minutes of the closed meeting held on April 24, 2019 (5 ILCS 120/2(c)(1)); and that, in compliance with 5 ILCS 120/2.06, that the minutes remain closed and that the need for confidentiality still exists as to these minutes.

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

Nays: None

Absent: Milashus

Abstain: None

Trustee Moser moved, seconded by Trustee Kerr that in compliance with 5 ILCS 120/2.06 (d) (f), the following sets of approved closed session minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection: 9/28/05, 1/25/06, 8/30/06, 10/25/06, 11/29/06, 5/30/07, 8/29/07, 5/28/08, 6/25/08, 8/27/08, 10/29/08, 5/7/09, 5/20/09, 6/24/09, 5/26/10, 11/17/10, and 12/4/10.

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

Nays: None

Absent: Milashus

Abstain: None

Trustee Moser moved, seconded by Trustee Kerr, that in compliance with 5 ILCS 120/2.06(d), a determination has been made that the need for confidentiality still exists as to all remaining closed meeting minutes.

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

Nays: None

Absent: Milashus

Abstain: None

Trustee Moser moved, seconded by Trustee Kerr, that in compliance with 5 ILCS

120/2.06(a)(c), the board approve the destruction of the verbatim recordings of the February 22, 2017, March 15, 2017, and November 29, 2017 closed meetings.

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

Nays: None

Absent: Milashus

Abstain: None

B. Board Workshop – Stu Wilson, Library Strategies Consulting Group

Stu Wilson led the Board through a workshop reviewing the roles and responsibilities of Trustees and the Board as a whole. Individual trustees must be prepared to prepare for meetings, serve on committees and support the decisions of the board – even those they personally disagree with. But they lack individual power to make decisions and impose change upon the Library.

The Board has three required and essential duties – securing the Library’s funding and determining how it is spent, approving and maintaining Library policies, and hiring and supervising the Library Director. There are also several important tasks that, while not legally required, are still critical to the Library’s success. These include promoting inter-agency cooperation, participating in the Library’s long-term strategic planning; and personally advocating for the Library throughout the community.

Mr. Wilson recommended ways the Board could become more efficient and suggested the Board seek to have more public attendance at board meetings to further expand the Library’s community networks.

XII. OTHER

Director Todd distributed copies of chapters 11-Appendix of the Trustee Fact File, 3rd ed. The Board must read these chapters as part of the Library’s 2020 Per Capita Grant. The reading should be completed by the end of November.

XIII. ADJOURNMENT

There being no further business to bring before the Board the meeting was adjourned at 8:22 P.M.

Respectfully Submitted

Pat Peterson, Secretary

ATTEST:

Bill Moser, President