

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD NOVEMBER 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 7:02 P.M.

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

Absent: Trustees Lahey and Milashus.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; John Shales, of Shales McNutt Construction (7:34 P.M.); and Claudine Kastner. Attorney Bob Smith was present via audio conferencing.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes of the regular Board meeting held October 30, 2019
- B. Approval of the Combined Statement of Assets as of October 31, 2019
- C. Ratify Paid Disbursements through November 26, 2019
- D. Approve Bills for Payment for November, 2019
- E. Approve Transfer Amount effective November 26, 2019
- F. Ordinance 19-11-3 – Setting the Schedule of Regular Meetings

Trustee Moser moved, seconded by Trustee Peterson, to approve the consent agenda items, as presented.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

Trustee Penick moved, seconded by Trustee Kerr, to reconsider the approval of the minutes of the regular Board meeting held on September 25, 2019.

The September 25, 2019 minutes were corrected to have Section VII, Treasurer's Report, Cash on Hand read \$150.00.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

Trustee Penick moved, seconded by Trustee Kerr, to approve the minutes from the regular Board meeting held on September 25, 2019, as corrected.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Attorney Smith reported on the Ordinances being voted on at the meeting and miscellaneous other issues.

V. COMMUNICATIONS

Director Todd shared with the Board a recent Prospect Heights Journal newspaper article spotlighting the permanent Prospect Heights StoryWalk, and a Humanities magazine article entitled "The Complicated Role of the Modern Public Library."

VI. PRESIDENT'S REPORT

Trustee Moser proposed key talking points relating to the planned building renovation. He also asked Trustees to submit possible topics to be covered relating to Trustee education initiatives.

VII. TREASURER'S REPORT

No report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including several building and grounds issues; kick-off ceremony for the permanent Prospect Heights StoryWalk developed in conjunction with the Prospect Heights Park District; employee pay scale

revisions; the Library’s hosting of Volunteer Income Tax Assistance volunteers to assist lower-income patrons with the preparation of their income tax returns; the food for fines program, benefiting the Wheeling Township Food Pantry; issues relating to the joint Park District and Library illuminated sign at the corner of Elm Street and Camp McDonald Road; and the Library’s assembly of a “memory kit” to be available for circulation, intended to aid caregivers of individuals suffering with memory loss and other cognitive issues.

IX. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

X. OLD BUSINESS

A. Building Renovation Plan Review (ACTION)

Trustee Moser moved, seconded by Trustee Bochula, to approve the building renovation plan submitted by product architecture & design company in the amount of \$5.2 million, as presented.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

Trustee Moser moved, seconded by Trustee Kerr, to approve the AIA Contract relating to developing bid specifications, drawings, etc. in the amount of \$384,800, as presented, which amount is included in the \$5.2 million total project cost.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

B. Review and Approve Updated Board By-Laws (ACTION)

Trustee Kerr moved, seconded by Trustee Moser, to approve the updated Board by-laws, as presented.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

C. Annual Financial Report for the Year Ended June 30, 2019 (ACTION)

Trustee Penick moved, seconded by Trustee Bochula, to approve the annual financial report for the year ended June 30, 2019, as presented.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

Trustee Penick commented on several formatting issues in the report, which are being reported back to Sikich, LLP by Director Todd.

XI. NEW BUSINESS

A. Ordinance No. 19-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2019/2020 (2019 Levy) (ACTION)

Trustee Moser moved, seconded by Trustee Bochula, to approve Ordinance No. 19-11-1, Ordinance levying taxes for Library purposes for the Fiscal Year 2019/2020 (2019 Levy).

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

B. Ordinance No. 19-11-2, Ordinance Determining to Levy an Additional Tax of .02 Percent of the Value of all Taxable Property in the District for the Purchase of Sites and Buildings, the Construction and Equipment of Buildings, the Rental of Buildings Required for Library Purposes, and Maintenance, Repairs and Alterations of Library Building and Equipment (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, to approve Ordinance No. 19-11-2, Ordinance determining to levy an additional tax of .02 Percent of the value of all taxable property in the district for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for Library purposes and maintenance, repairs and alterations of Library building and equipment.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

C. Annexation of Properties Not Receiving Library Service (ACTION)

Attorney Bob Smith informed the Board of the timelines and other issues relating to the proposed annexation of approximately 14 properties to the Library District.

No action was taken at the time. Attorney Smith's audio-conference ended at 7:39 P.M.

D. Library Insurance Renewal (ACTION)

Trustee Moser moved, seconded by Trustee Bochula, to approve the quote from The Hanover Insurance Group, Inc. for the Library insurance, as presented.

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

Nays: None.

Absent: Trustees Lahey and Milashus.

Abstain: None.

E. John Shales – Project Manager

Director Todd introduced John Shales, President and Co-Founder of Shales McNutt Construction, a representative of whose firm will serve as Construction Manager on the building renovation project. Mr. Shales left the meeting at 8:56 P.M.

XII. OTHER

Trustee Penick advised the Board that she will be resigning as Trustee, as soon as a suitable replacement can be found. The President, Trustees and Director expressed their grateful appreciation to Merete for her over 35 years of service as a Trustee and Officer on the Prospect Heights Library Board.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:02 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President