

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JANUARY 29, 2020 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, Lahey, Moser, Penick and Peterson.

Absent: Trustee Milashus.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Melissa Galvez, Head of Administrative Services; John Shales, Mark Zipoy and Chris Damsch of Shales McNutt Construction; resident Janet Jordan; and Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from December 18, 2019 Board meeting
- B. Approval of the Combined Statement of Assets as of December 31, 2019
- C. Ratify paid disbursements since December 18, 2019
- D. Approve Bills for Payment for January, 2020
- E. Approve Transfer of Amount from Midwest savings to checking – No action

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

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

III. PUBLIC COMMENTS

Resident and Library patron, Janet Jordan, expressed her enthusiasm about the upcoming Library building renovation.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd reported that the Library was recognized by Library Journal Magazine in its Winter, 2019 issue, as one of 261 America's Star Libraries in 2019.

He also reported on a letter received from the African American Contractor's Association in Chicago.

VI. PRESIDENT'S REPORT

Trustee Moser reported on progress with the candidate search for a Library Trustee to replace Trustee Penick.

VII. TREASURER'S REPORT

No report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including several building and grounds issues; personnel issues and milestones; status of the curbside pick-up service; food donations to the Wheeling Food Pantry from the annual Food for Fines program; the January 24 in-service morning training; the Winter Reading Program; and the Young Artist reception to be held on March 12.

IX. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula reported on the outcome of the latest Committee meeting, including review of the photocopy lease, ice melt system and renovation Contracts.

C. Personnel – Marianne Kerr

Trustee Kerr reported on the outcome of the latest Committee meeting, including review of the new salary scale and upcoming review of the Personnel Policy.

D. RAILS – Alex Todd

No report.

X. OLD BUSINESS

A. Renovation – general schedule

Director Todd presented the preliminary Library renovation project schedule.

XI. NEW BUSINESS

A. Proposal from Shales McNutt for Construction Management Services (ACTION)

Owner, John Shales; Senior Superintendent, Mark Zipoy; and Project Manager, Chris Damsch presented a summary of the proposed construction management services to be provided by their firm during the building renovation project. Messrs. Shales, Zipoy and Damsch left the meeting at 7:15 P.M.

Trustee Moser moved, seconded by Trustee Bochula to approve the proposal from Shales McNutt for construction management services, as presented.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

B. Updated Salary Scale & Minimum Wage Projections (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the updated salary scale & minimum wage projections, as presented.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

C. Review of the Library's commercial banking options (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to move the Library's commercial banking business from First Midwest Bank to Village Bank & Trust.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

D. Mid Fiscal-Year Report

Director Todd reported on highlights from the mid-year Library statistics, including increases in circulation; and the receipt of higher-than-expected revenues at the half-way mark in the fiscal year.

E. ILA Legislative Meet-Up February 17

Director Todd encouraged the Trustees to attend the annual Illinois Library Association (ILA) legislative breakfast to be held on February 17.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:04 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President