

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD FEBRUARY 26, 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 7:04 P.M.

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

Absent: None.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Melissa Galvez, Head of Administrative Services; Dan Pohrte and Tiffany Nash of “product architecture & design” company; and Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from January 29, 2020 Board meeting
- B. Approval of the Combined Statement of Assets as of January 31, 2019
- C. Ratify paid disbursements since January 29, 2020
- D. Approve Bills for Payment for February, 2020
- E. Approve Transfer of Amount from Midwest savings to checking

Trustee Moser moved, seconded by Trustee Lahey, to approve the consent agenda items, except for item C.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser moved, seconded by Trustee Lahey, to ratify paid disbursements since January 29, 2020, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd reported that Attorney Bob Smith has reviewed the Shales McNutt Construction Contract for professional construction management services.

Attorney Smith has supplied the Library with a proposed timeline for the prospective annexation of 13 properties to the Library District.

V. COMMUNICATIONS

Director Todd reported on the February 17 Illinois Library Association (ILA) legislative breakfast and Random Acts of Kindness week. The Library received letters of appreciation from the Rotary Club for the Library's donation of a gift basket; and thank you correspondence acknowledging the Library's outreach of letters to hospitalized veterans and children.

VI. PRESIDENT'S REPORT

Trustee Moser reported on the ILA annual legislative breakfast and the enthusiast support of libraries on the part of local elected officials.

Trustee Lahey accepted the offer to be elected to the office of Treasurer, resulting from Trustee Penick's retirement from the Board.

VII. TREASURER'S REPORT

Trustee Penick posed questions relating to the labeling of certain employee payroll tax-related items on the accountant's monthly report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including several building and grounds issues; personnel issues; the 2020 Census starting in March; participation in the winter reading program; the Public Library Association (PLA) bi-annual conference held February 25 to 29; the transition of the Library's banking business to Village Bank & Trust; the Young Artists Reception on March 12; and the launching of the Library's renovation website. Director Todd also reported on the four-year legislative push to cut federal spending for libraries and museums.

IX. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula reported that the Committee is scheduled to meet on March 25.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

X. OLD BUSINESS

A. Renovation – Product A & D will discuss design and finishes

Dan Pohrte and Tiffany Nash of “product architecture & design” company gave a slide presentation of the remodeled Library building design and displayed flooring and other samples to be incorporated into the project. Dan and Tiffany left the meeting at 7:44 P.M.

XI. NEW BUSINESS

A. Fine-Free

Director Todd reported on the current library trend toward policies of fine-free lending.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:35 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President