

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JUNE 24, 2020

This meeting was held remotely via Zoom as authorized by Illinois Executive Order 2020-07,
Section 6 suspending the requirement for in-person attendance.

I. CALL TO ORDER/ROLL CALL

The meeting of the Board of Trustees of the Prospect Heights Public Library was called to order at 7:03 P.M.

Roll Call: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Lahey, Moser and Peterson.

Absent: Trustee Milashus.

Physically present: None

Also present, via video conference: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; Dan Pohrte and Tiffany Nash of “product architecture & design”; John Shales of Shales McNutt Construction; and 16 members of the public.

Also present, via audio-conference: Recording Secretary, Claudine Kastner; and 2 members of the public.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from May 27, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of May 31, 2020
- C. Ratify paid disbursements since May 27, 2020
- D. Approve Bills for Payment for June, 2020
- E. Approve Transfer Amount from Midwest savings to checking

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

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd has been in communication with Attorney Bob Smith regarding several Library issues.

V. COMMUNICATIONS

Director Todd reported on e-mails received from patrons in recognition of the curbside pick-up of circulation items and appreciation of the online Library services at large; and the Prospect Heights Natural Resources Commission Commissioner's acknowledgement of the recent successful joint project to give away native plants to members of the community on June 13.

VI. PRESIDENT'S REPORT

Trustee Moser advised the Trustees that the July board meeting will likely be held in person at the Library, while maintaining the requisite CDC guidelines for social distancing.

VII. TREASURER'S REPORT

No report.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including personnel updates; approval by the Prospect Heights Park District to repair or replace the joint sign on the corner of Camp McDonald Road and Elm Street; repair of a faulty section of the ice-melt system; retirement of Olga Niemasz after over 30 years of service; return of over 3,600 checked out items in the past two weeks; curbside pick-up of reserved items for patrons; and the upcoming summer reading program starting on July 6.

IX. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

The Committee met to discuss various issues and options relating to the renovation timeline and cost.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

Director Todd reported that RAILS has been sharing useful information relating to post-COVID-19 phased-in re-opening of libraries and related issues such as quarantining of returned, circulated items, etc.

X. OLD BUSINESS

A. Renovation – Final plan review (ACTION)

Dan Pohrte, Tiffany Nash and John Shales reported on the status of the renovation project and reviewed some optional strategies for particular items to be purchased and installed during the renovation. The issues of updates to the Library's outdated fire alarm system, security system and galvanized piping were also discussed. Trustee Bochula reported on some cost saving opportunities relating to closure of the Library for a period of time which plans were reviewed and approved by the Building and Grounds Committee.

Trustee Bochula moved, seconded by Trustee Moser, to approve the architect's final plan, as presented, including the 28 week construction period and a budget of \$5.4 million.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

Mr. Pohrte, Ms. Nash and Mr. Shales left the meeting at 7:44 P.M.

B. COVID-19 Update

Director Todd reported on some of the protocols to be followed during the phased-in Library opening.

XI. NEW BUSINESS

A. FY 20-21 Non-Resident Card Fee (ACTION)

Trustee Moser moved, seconded by Trustee Jordan, to approve the FY 20-21 Non-Resident Card Fee policy, calculated utilizing the tax bill method.

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

Nays: None.

Absent: Trustee Milashus.

Abstain: None.

B. Financial Update FY 20-21

Director Todd presented an update on the Library's finances. Fiscal Year 20-21 will be challenging due to the effects of the COVID pandemic and the upcoming renovation work. The Library's strong financial situation will enable the Library to overcome those challenges. The Library has sufficient funds in reserve to pay for the renovation. Fall tax bills will be mailed shortly and the fact that over 85% of anticipated payments are held in escrow accounts should ensure prompt payment. Director Todd also outlined a flat budget he is preparing for the Budget & Finance Committee's review.

XII. Other

Nothing

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:33 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President