

MINUTES OF THE REGULAR MEETING OF THE  
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES HELD AUGUST 26, 2020  
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 7:00 P.M.

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

Absent: Trustee Bochula.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; and Recording Secretary, Claudine Kastner.

**II. CONSENT AGENDA (ACTION)**

- A. Approval of Minutes from July 29, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of July 31, 2020
- C. Ratify Paid Disbursements since July 29, 2020
- D. Approve Bills for Payment for August, 2020
- E. Approve Transfer from Savings to Checking

Trustee Lahey modified the amount to be transferred from savings to checking from \$400,000 to \$420,000. Trustee Moser moved, seconded by Trustee Milashus to approve the consent agenda, as amended.

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

Nays: None.

Absent: Trustee Bochula.

Abstain: None.

**III. PUBLIC COMMENTS**

None.

#### **IV. ATTORNEY'S REPORT**

Director Todd reported on discussions with Attorney Bob Smith regarding the bid process, etc.

#### **V. COMMUNICATIONS**

Director Todd reported on appreciative e-mails from patrons commenting about Library services.

#### **VI. PRESIDENT'S REPORT**

No report.

#### **VII. EXECUTIVE DIRECTOR'S REPORT**

Director Todd reported on various Library happenings, including plans for preparing the Library for the upcoming construction; personnel changes; the Library's annual onsite accounting audit; discarding of furniture and equipment; and upcoming special board meeting on September 9, 2020 relating to the Budget & Appropriation Ordinance.

Director Todd asked for two trustees to perform the requisite annual review of closed session meeting verbatim recordings. Trustees Moser and Kerr volunteered.

#### **VII. COMMITTEE REPORTS**

##### **A. Budget & Finance – Peggy Lahey**

No report.

##### **B. Building & Grounds – Tim Bochula**

No report.

##### **C. Personnel – Marianne Kerr**

The Committee is scheduled to meet on September 10, 2020 at 3:30 P.M. via Zoom to review several Library policies.

##### **D. RAILS – Alex Todd**

Director Todd reported on updated studies relating to the duration of time to quarantine returned, circulated items.

## **IX. OLD BUSINESS**

### **A. Renovation**

Director Todd reported on the status of the bid process being undertaken relating to sub-contractors' submissions; requisite staff activities needed to prepare the building for the phased-in remodeling; and the modifications to patron services which the construction will necessitate.

### **B. COVID-19 Update**

Director Todd reported on the ongoing procedures being undertaken to ensure staff and patron safety as a result of the coronavirus pandemic.

## **X. NEW BUSINESS**

### **A. Illinois Public Library Annual Report (IPLAR)**

Director Todd presented the annual IPLAR to the trustees for their review. He noted the vastly-reduced circulation statistics attributable to COVID-19.

### **B. 2021 Per Capita Grant**

Director Todd reported on the current status of the 2021 per capita grant procedures in the midst of the COVID-19 pandemic.

## **XI. Other**

Director Todd reported on the April, 2021 consolidated election and the petition-signing process needed to be taken by current Library board trustees who are running for election or re-election.

## **XII. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:47 P.M.

Respectfully submitted,

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Pat Peterson, Secretary

ATTEST:

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Bill Moser, President