

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD NOVEMBER 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 7:01 P.M.

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

Absent: None.

Physically present: None.

Also present, via video conference: Executive Director, Alex Todd; Attorney Bob Smith, Chris Damsch of Shales McNutt Construction; and 5 members of the public.

Also present, via audio-conference: Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from October 28, 2020 regular Board meeting
- B. Approval of the Combined Statement of Assets as of October 31, 2020
- C. Ratify Paid Disbursements since October 28, 2020
- D. Approve Bills for Payment for November, 2020
- E. Approve Transfer from Savings to Checking.
- F. Ordinance 20-11-3 – Setting the Schedule of Regular Meetings.

Trustee Moser moved, seconded by Trustee Lahey to approve the consent agenda, with the removal of Item F which requires modifications to the meeting dates.

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

Nays: None.

Absent: None.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Attorney Bob Smith reported on some procedural changes with Cook County in the processing of levy ordinance paperwork in place as a result of the Covid-19 pandemic. He also reported on statutory changes affecting the requirements for the annexation of properties unserved by any library district. Mr. Smith left the meeting at 7:26 P.M.

V. COMMUNICATIONS

Director Todd reported on a couple of recent newspaper articles spotlighting the fountain in the courtyard and Library staff processing passport applications at City Hall, and several e-mails of appreciation about Library programs.

VI. PRESIDENT'S REPORT

Trustee Moser informed the Board that Trustee Milashus has decided not to run for a Library Trusteeship position in the April, 2021 election for personal reasons. Trustee Milashus expressed her gratitude to the trustees for their understanding.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including building closure dates due to the construction; a longtime patron's memorial donation of \$5,000 for the purchase of large print books; requirements of the 2021 Per Capita Grant; ongoing online Zoom programs, one of which attracted 90 participants virtually; and 1,500 curbside pick-ups having occurred since September 28.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Renovation

a. Courtyard Fountain

Chris Damsch reported on the completion of the demolition phase of the renovation project, the pouring of foundations, framing of walls, etc Also reported was the issue of longer-than-usual lead-time issues with trade contractors and suppliers, attributable to the pandemic. Mr. Damsch left the meeting at 7:14 P.M.

Director Todd presented the contract with Tropical Midwest LLC to furnish a custom water with reflection pool and free-falling water tiers in the amount of \$100,000 **(ACTION)**

Trustee Moser moved, seconded by Trustee Bochula to approve the contract with Tropical Midwest LLC, to furnish a custom water feature with reflection pool and free-falling water weirs for an amount not to exceed \$100,000.

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

Nays: None.

Absent: None.

Abstain: None.

B. COVID-19 Update

Director Todd reported that most local libraries have shifted to curbside only pick-up service due to up-tick in coronavirus cases statewide. He also reported on the use of hydro-static spray cleaners in the building, ongoing social distancing and the wearing of masks by both staff and construction workers.

X. NEW BUSINESS

A. Ordinance No. 20-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020/2021 (2020 Levy) (ACTION)

Trustee Moser moved, seconded by Trustee Lahey to approve Ordinance No. 20-11-1, Ordinance Levying Taxes for Library Purposes for the Fiscal Year 2020/2021 (2020 Levy), as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Ordinance No. 20-11-2, 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 Bochula, to approve Ordinance No. 20-11-2, 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, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

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

No action.

XI. Other

Nothing.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:09 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President