

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD FEBRUARY 24, 2021

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 7:04 P.M.

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

Absent: Trustee Lahey.

Physically present: None.

Also present, via video conference: Executive Director, Alex Todd; Chris Damsch of Shales McNutt Construction; Head of Administrative Services, Melissa Galvez; Youth Library, Beth Klein; Youth Services Programmer/Technical Services Processor, Julie Rodrian; Recording Secretary, Claudine Kastner; and 3 members of the public.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from January 27, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of January 31, 2021
- C. Ratify Paid Disbursements since January 27, 2021
- D. Approve Bills for Payment for February, 2021
- E. Approve Transfer from Village Bank & Trust savings to checking

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

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

Nays: None.

Absent: Trustee Lahey.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd reported on a thank you note received from David Pettersen in appreciation of his 5 year service award. Director Todd also commented on a patron's ingenuity in creating a large sign containing his library card identification information, which he displays in his car window during drive-through pick-up of items, thus making it easier for the Library staff to confirm his identity!

VI. PRESIDENT'S REPORT

No report.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including weather-related library closure, building inspection issues; installation of a book return drawer, materials quarantine changes in keeping with RAILS recommendations; virtual legislative meet-ups status; Library website update; grand re-opening marketing committee formation; and the Library's Storytime dial-in hotline for parents and caregivers of young children. Those trustees who tuned into the virtual legislative meet-up conveyed positive feedback on that event.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

Trustee Patel will be serving on the Budget and Finance Committee.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report. The Committee will be meeting in the near future to review designated policies.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Renovation

Mr. Damsch reported on the progress of the renovation project department by department, including flooring and concrete work, carpet installation, underground piping, electrical and framing work. He also commented on the degree to which external temperatures aide or prevent the completion of certain outdoor courtyard and other work still to be completed such as the installation of pavers, etc. Mr. Damsch left the meeting at 7:19 P.M.

X. NEW BUSINESS

A. Virtual school visits and book buzz on FB Live – Beth Klein

Beth Klein reported on Library program endeavors geared toward grammar school-age students and middle schoolers. Over the last year, a wide variety of programming was developed and shared, some live, and some pre-recorded on the platforms of YouTube, Facebook, Instagram and Zoom. These included virtual school visits, pet meet and greets, book clubs, summer reading program, crafts for which pre-assembled kits were provided, seasonal arts and crafts and numerous innovative and clever projects falling under the umbrella of “STEAM” (Science/Technology/Engineering/Art and Math).

B. Programming on YouTube

Julie Rodrian reported on a variety of Library programs geared toward toddlers through 1st graders, and their parents and caregivers. She explained the transition to online/virtual programming on YouTube, Google Meet, Zoom, etc. She presented examples of dial-in storytelling, virtual Pen Pals Club using the Flipgrid program; storytelling, book readings, poetry reading, songs, puppets and seasonal crafts for youngsters using simple items commonly found in most homes.

Both Ms. Klein and Ms. Rodrian conveyed the challenges associated with learning new software and online platforms in an effort to quickly transition from in-person to online programs in a very short span of time, with the onset of the coronavirus pandemic in March, 2020. Trustees commented on the impressive adaptability that the entire staff has exhibited during these challenging and uncertain times.

XI. Other

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:22 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President