

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD JUNE 29, 2022
MEETING ROOM B OF PROSPECT HEIGHTS PUBLIC LIBRARY,
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 7:01 P.M.

Roll Call: Physically Present: Trustees Kerr, Lahey, Moser and Patel.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; John Shales of Shales McNutt Construction Services; and Recording Secretary, Claudine Kastner.

Motion by Trustee Moser, seconded by Trustee Lahey to allow Trustee Bochula to join the meeting via Zoom. Motion carried unanimously.

Present via Zoom: Trustee Bochula.

Absent: Trustees Jordan and Peterson.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from May 25, 2022 regular Board meeting
- B. Approval of the Combined Statement of Assets as of May 31, 2022
- C. Ratify Paid Disbursements since May 25, 2022
- D. Approval of Bills for Payment for June, 2022
- E. Approval of Transfer from Savings to Checking

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

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

Nays: None.

Absent: Trustees Jordan and Peterson.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd reported discussing a misaddressed real estate tax bill issue with Attorney Bob Smith.

V. COMMUNICATIONS

No report.

VI. PRESIDENT'S REPORT

Trustee Moser complimented Director Todd for ending the Library's fiscal year well within the budget.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various buildings and ground issues including a tree on the adjacent school property struck by lightning; replacement of a sign damaged by snowplows last winter and a leak in the courtyard fountain which was repaired; delay in the mailing of Cook County's Tax Rate Report to the Library; the June 4 event to kick-off the Summer Reading program – Read Beyond the Beaten Path, which drew 758 people to the Library; receipt of the 2022 Per Capita Grant in the amount of \$22,189.90 representing an official service population of 15,044; participation in Prospect Heights July 4th parade on July 2; the Director's attendance at the Illinois Library Association orientation held July 19 and 20 in Bloomington, and at Director's University 2.0 held August 2-4 in Springfield.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

The Committee is scheduled to meet on July 14th.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

Director Todd reported on Executive Director Dee Brennan's retirement.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Capital Reserve Study – John Shales (ACTION)

Mr. Shales reported on the scope and nature of the proposed Capital Reserve Study and Building Review.

Trustee Moser moved, seconded by Trustee Bochula to approve the Study, as presented.

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

Nays: None.

Absent: Trustees Jordan and Peterson.

Abstain: None.

Mr. Shales left the meeting at 7:13 P.M.

B. FY22-23 Non-Resident Card Fee Program (ACTION)

Trustee Moser moved, seconded by Trustee Patel to approve the FY22-23 Non-Resident Card Fee, as presented.

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

Nays: None.

Absent: Trustees Jordan and Peterson.

Abstain: None.

C. Board Education

Director Todd distributed and discussed the Board Self-Evaluation form. He cited the concise monthly board meetings as an opportunity to devote time to trustee education on various topics of import.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:35 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President