

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MARCH 31, 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 7:02 P.M.

Roll Call: Trustees present via video conference: Trustees Bochula, Jordan, Kerr, Lahey (7:07 P.M.), Moser, Patel and Peterson.

Absent: None.

Physically present: None.

Also present, via video conference: Executive Director, Alex Todd; Chris Damsch of Shales McNutt Construction; Head of Administrative Services, Melissa Galvez; Head of Circulation Services, Ann Marie Thomas; Sarah Delaney; Freedom Nguyen and David Wright; Recording Secretary, Claudine Kastner; and 9 members of the public.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from February 24, 2021 regular Board meeting
- B. Approval of the Combined Statement of Assets as of February 28, 2021
- C. Ratify Paid Disbursements since February 24, 2021
- D. Approve Bills for Payment for March, 2021
- E. Approve Transfer from Village Bank & Trust savings to checking

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

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

Nays: None.

Absent: None.

Abstain: None.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

Director Todd reported on the annexation referendum to be included on the April 6 ballot.

V. COMMUNICATIONS

Director Todd reported on thank you notes received from staff members in appreciation of their service awards and thank you cards from hospitals and troops stationed overseas to whom correspondence was sent as part of Erica Thompson, Teen Librarian's initiative.

VI. PRESIDENT'S REPORT

Trustee Moser reminded all of the trustees to vote in the upcoming April 6th election. He and Director Todd discussed the issue of Library staff Covid vaccinations and the possibility of holding the May board meeting in person.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including personnel issues; five year passport anniversary; processing of the Library's E-Rate application; conclusion of the Winter Reading Program and the Executive Director's upcoming annual review.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula suggested the scheduling of walk-thrus of the building for the trustees prior to its re-opening to the public.

C. Personnel – Marianne Kerr

The Committee met to review three policies. The Committee will be meeting on April 28 prior to the regular board meeting to consider the FY21-FY22 salary budget and to conduct the annual review of the Executive Director.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

A. Renovation

Mr. Damsch reported on the progress of the renovation project including cabinetry installation, bathroom updates, modular furniture delivery, etc. He also reported on weather-related updates of the exterior renovations and installations in the courtyard. Some Covid-related supply chain delivery delays may occur in the shipping of certain glass doors and lighting fixtures. Mr. Damsch left the meeting at 7:13 P.M.

X. NEW BUSINESS

A. Review the Library's Patron Services Manual (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the Library's Patron Services Manual, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

B. Review the Library's Internet Usage Policy (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the Library's Internet Usage Policy, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

C. Review the Library's Wi-Fi Usage Agreement (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the Library's Wi-Fi Usage Agreement, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

D. Circulation update – Sarah Delaney

Ms. Delaney described the wide variety of circulation procedures and safeguarding measures adapted as a result of the coronavirus pandemic. These included staff meetings on Zoom, remote work assignments, development of an instructional curbside pick-up video for patrons; book drop emptying and quarantining of materials, installation of plexi-glass barriers, and online maintenance of patron records. These tasks were further complicated by the need for the department's location to move several times as necessitated by the building renovations in process.

E. Communications update – Freedom Nguyen and David Wright

Mr. Nguyen reported on the progress of online and automated initiatives of the Technical and Automated Services Department initiatives (formerly the Community Services Department). He reported on Mr. Wright's experience with graphic arts, which has assisted with both extensive changes to the Library's logo, and its website, as well as the Elm Leaf newsletter. Mr. Nguyen detailed ongoing, varied initiatives of the department staff in the areas of social media (Facebook, Twitter and Instagram), the grand re-opening celebration of the building upon completion of the remodel completion, including in person and online games and activities, live music entertainment, virtual 360 degree online tours of the Library, press releases, etc.

XI. Other

None.

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:19 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President