

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MARCH 29, 2023
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 Bochula, Jordan, Kerr, Lahey, Moser, Patel and Peterson.

Absent: None.

Also physically present: Executive Director, Alex Todd; Assistant Director, Suzanne Wulf; Freedom Nguyen, Head of Communications; Sandy Aguilera, Graphic Artist in the Communications Department; and Recording Secretary, Claudine Kastner.

II. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from February 22, 2023 regular Board meeting
- B. Approval of the Combined Statement of Assets as of February 28, 2023 in the amount of \$3,922,375.12
- C. Ratify Paid Disbursements since February 22, 2023 in the amount of \$245,725
- D. Approve Bills for Payment for March, 2023 in the amount of \$90,552.11
- E. Approval of Transfer from Savings to Checking in the amount of \$190,000

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

No report.

V. COMMUNICATIONS

Director Todd shared a recent article from the Daily Herald regarding the Illinois State House passing of a bill that would prohibit libraries from banning books or other material because of partisan or doctrinal pressure.

VI. PRESIDENT'S REPORT

Trustee Moser reminded all present to vote in the upcoming election.

Trustee Moser also reminded trustees of the Personnel & Policy Committee meeting immediately preceding the April 26 board meeting at 6 P.M. to review the 2023/24 Salary Budget and the Director's annual review.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on personnel changes; various building and grounds issues including the boiler replacement, issues with the ice melt system near the fountain; NICOR/Prospect Heights' replacing of main gas lines to the street; patron issues; the successful Young Artist Reception held on March 16, drawing 624 people, including local school principals and art teachers, and that he is hopeful that more elected officials will attend the event next year; and he alerted the trustees to cybersecurity issues including fake/phishing e-mails relating to Library communications, versus legitimate ones.

VIII. COMMITTEE REPORTS

A. Budget & Finance – Peggy Lahey

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula reported that the Committee will be meeting to review upcoming fall projects.

C. Personnel – Marianne Kerr

The Committee met on March 1 to review policies on Identity Theft and Travel Reimbursement, which will be voted on at this meeting.

D. RAILS – Alex Todd

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Department Updates – Communications and Administration

Mr. Nguyen and Ms. Aguilera described the processes required to create the Library's Elm Leaf newsletter, including soliciting graphic and marketing requests from staff members, and displayed examples from recent newsletters versus the Elm Leaf early in its incarnation. The trustees expressed their delight at the wonderful improvements in the Elm Leaf and other Communications Department activities.

Mr. Nguyen also described his data mining initiatives, to deconstruct, identify and analyze end-to-end services that the Library services in all of its various forms – in person, in print, digitally, etc. Mr. Nguyen and Ms. Aguilera left the meeting at 7:23 P.M.

Ms. Suzanne Wulf described her duties in the relatively-newly-created position of Assistant Director, ably assisted by Kathy Wehrle, including the overseeing of facilities and maintenance; interactions with the Library's accounting firm and external auditors; Human Resources functions including coordination of internal staffing issues, payroll, training, insurance and evaluation.

B. Review Library's Identity Protection Policy - (ACTION)

Trustee Kerr reported on changes to the Library's Identity Protection Policy.

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

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

Nays: None.

Absent: None.

Abstain: None.

C. Review Library's Travel Reimbursement Policy – (ACTION)

Trustee Moser moved, seconded by Trustee Kerr to approve the Travel Reimbursement Policy, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

D. Review Landscaping Quote from Milieu Landscaping for \$13,095.93 – (ACTION)

Director Todd explained the scope of the Contract, including removal of rusty fencing and replacement with bushes.

Trustee Moser moved, seconded by Trustee Bochula to approve the Milieu Landscaping Proposal, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

E. Review Masonry Quote from W. L. Kercher for \$23,465.00 – (ACTION)

Director Todd explained that this project resulted from the Library's capital improvement plan for its free-standing brick wall.

Trustee Moser moved, seconded by Trustee Bochula to approve the W. L. Kercher Proposal, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

F. Review Trane's proposed 2-year maintenance contract for \$20,751.00 and \$21,788.00 – (ACTION)

Director Todd explained the nature of the maintenance contracts with Trane for the Library's HVAC systems for the next two years.

Trustee Moser moved, seconded by Trustee Patel to approve the Trane Service Agreement, as presented.

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

Nays: None.

Absent: None.

Abstain: None.

G. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06 - (ACTION)

Trustee Moser moved, seconded by Trustee Kerr, that, in compliance with 5 ILCS 120/2.06(d)(f), the following set of approved closed session minutes no longer contain any portions therein that require confidential treatment and shall be made available for public inspection: November 18, 2018.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser moved, seconded by Trustee Patel, that in compliance with 5 ILCS 120/2.06(d), a determination has been made that the need for confidentiality still exists as to all remaining closed meeting minutes.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser moved, seconded by Trustee Patel, that in compliance with 5 ILCS 120/2.06(a)(c), the board approve the destruction of the verbatim recordings of closed meetings held on May 27, 2020 and May 26, 2021.

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

Nays: None.

Absent: None.

Abstain: None.

H. Review of verbatim recordings of regular board meetings held remotely under State Executive Orders – (ACTION)

Trustee Moser moved, seconded by Trustee Peterson, that in compliance with Illinois Executive Order 2020-07 and 5 ILCS 120/2.06(a)(c), the board approve the destruction of the verbatim recordings of regular board meetings held on March 31, 2021 and April 18, 2021.

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

Nays: None.

Absent: None.

Abstain: None.

I. Lutz Bequest

Director Todd reported on the status of the monetary bequest from the Joan Lutz Trust, and that, in attorney Bob Smith's opinion, it is not necessary to establish a tax exempt, 501(c)(3) library foundation to handle the monies to be received by the Library. Director Todd encouraged the trustees to submit recommendations as to possible special projects, programs or activities to be funded by the bequest, possibly akin to those funded by the Library Founder's Fund.

J. Decennial Committee

Director Todd explained the requirements of the State of Illinois' newly-legislated Decennial Committee requirements for public entities and solicited members for the Committee. A Library trustee or representative will serve on Prospect Heights Park District's Decennial Committee, and likewise, a Park District representative will serve on the Library's Decennial Committee.

XI. OTHER

No report

XII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President