

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD FEBRUARY 27, 2019 AT
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 7:03 P.M.

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

Absent: Trustee Penick.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Sue Seggeling, Head of Youth Services; Kim Murphy, Head of Adult Services; and Claudine Kastner.

II. APPROVAL OF MINUTES

The minutes of the December 19, 2018 regular Board meeting were presented and there being no changes, the minutes, as presented, were approved by unanimous consent.

The January 30, 2019 Board meeting was cancelled due to unsafe weather conditions, therefore no January, 2019 minutes exist.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Trustee Lahey reported on Board President David Yager's letter of resignation which was reviewed by Library attorney Bob Smith. Director Todd reported on a thank you letter to Teen Librarian, Erica Thompson from the organization Girls Love Mail; two thank you letters from Wheeling Township, acknowledging food donations under the Library's Food for Fines program; and two letters of acknowledgment from departing Illinois Representative David Harris.

VI. TREASURER'S REPORT

Trustee Peterson presented the following information:

As of December 31, 2018:

Cash on Hand	\$	150.00
Library Petty Cash		811.05
First Midwest Checking Account		248,637.41
First Midwest Savings Account		2,224,032.37
Illinois Funds		<u>3,675,183.39</u>
		\$ 6,148,814.22

Trustee Peterson moved, seconded by Trustee Moser, to approve the Combined Statement of Assets as of December 31, 2018 in the amount of \$ 6,148,814.22.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

Trustee Peterson moved, seconded by Trustee Moser to ratify the list of disbursements for January in the amount of \$298,685.09.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

Trustee Peterson moved, seconded by Trustee Moser to ratify the transfer of \$150,000 from the First Midwest Bank savings account to the First Midwest Bank checking account.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

As of January 31, 2019:

Cash on Hand	\$	150.00
Library Petty Cash		811.07
First Midwest Checking Account		174,529.71
First Midwest Savings Account		2,074,417.26
Illinois Funds		<u>3,684,855.12</u>
		\$ 5,934,763.16

Trustee Peterson moved, seconded by Trustee Moser, to approve the Combined Statement of Assets as of January 31, 2019 in the amount of \$ 5,934,763.16.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

Trustee Peterson moved, seconded by Trustee Moser to approve the list of disbursements for January and February, 2019 in the amount of \$201,421.45.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

Trustee Peterson moved, seconded by Trustee Moser to approve the transfer of \$250,000 from the First Midwest Bank savings account to the First Midwest Bank checking account.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

VII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including impact of the polar vortex the last week of January, 2019 and the ice storm on February 5; the status of miscellaneous facility repairs; personnel changes; the submission of a federally-subsidized E-Rate grant to help fund the replacement of various computer hardware items; the addition

of Indian Trails Public Library District to the Cooperative Computer Services (CCS) consortium; the annual Legislative Breakfast held on February 18; the staff in-service held the morning of February 22; the Library's hosting of a candidate forum for contested city-wide races on March 10; the Young Artists Reception to be held on March 14; the upcoming Manor's breakfast on April 13; and the Prospect Heights Annual Community Day on June 1.

VIII. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula reported on various buildings and grounds activities.

C. Personnel – Marianne Kerr

The Committee met to review the Library's Meeting Room Policy and Emergency Manual and to discuss the Library's new Strategic Plan.

D. RAILS - Peggy Lahey

No report.

E. WPH Chamber of Commerce – Bill Moser

No report.

IX. OLD BUSINESS

None.

X. NEW BUSINESS

A. Strategic Plan (ACTION)

Trustee Kerr moved, seconded by Trustee Bochula, to approve the Strategic Plan as presented.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

Sue Seggeling left the meeting at 8:19 P.M.

B. Review bid to replace recessed can lighting (ACTION)

Trustee Bochula moved, seconded by Trustee Moser, to approve the bid from Associated Electrical Contractors, LLC in the amount of \$15,350, in accordance with the minor changes therein discussed by the Board.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

C. Review Meeting Room Policy (ACTION)

Trustee Kerr moved, seconded by Trustee Moser, to approve the Meeting Room Policy, as presented.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

D. Review Emergency Manual (ACTION)

Director Todd reviewed some of the scenarios covered in the Library's Emergency Manual. No action was taken.

E. Potential State Legislation

i. \$15 minimum wage

Director Todd discussed possible scenarios relating to the minimum wage increase currently under consideration by the Illinois legislature.

ii. Property tax freeze

Director Todd reviewed the potential financial impact on the Library of proposed property tax freeze bills currently under consideration by the Illinois legislature.

F. Community Agency Social Event

Director Todd reported on a planned social event attended by boards of various taxing bodies serving Prospect Heights, including the Library, park district, fire and police departments, as well as the City Council.

G. Board Vacancy (ACTION)

Trustee Lahey reported that the two candidates interviewed in November would be considered to fill the current trustee vacancy on the board, which resulted from Trustee Yager's resignation.

XI. EXECUTIVE SESSION – ILCS 120/2(c)(3)

A. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06.

No action.

B. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

The Board recessed the regular Board meeting at 8:52 P.M.

Trustee Moser moved, seconded by Trustee Peterson, to go into Executive Session at 8:53 P.M.

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

Nays: None.

Absent: Trustee Penick.

Abstain: None.

The regular Board meeting resumed at 9:03 P.M. with a roll call.

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

Absent: Trustee Penick.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd.

Trustee Kerr moved, seconded by Trustee Moser, to appoint Kristina Milashus to fill the vacant trustee position.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Moser and Peterson.
Nays: None.
Absent: Trustee Penick.
Abstain: None.

Trustee Bochula moved, seconded by Trustee Kerr, to approve the written minutes of the closed session Board meeting held on December 19, 2018, as presented.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Moser and Peterson.
Nays: None.
Absent: Trustee Penick.
Abstain: None.

Trustee Bochula moved, seconded by Trustee Kerr, to approve the written minutes of the closed session Board meeting held on February 27, 2019, as presented.

Roll Call: Ayes: Trustees Bochula, Kerr, Lahey, Moser and Peterson.
Nays: None.
Absent: Trustee Penick.
Abstain: None.

XII. OTHER

Trustees Kerr and Moser volunteered to review all of the written minutes and verbatim tape recordings of all closed session meetings to determine if the need for confidentiality still exists relative to these minutes.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:06 P.M.

Respectfully submitted,

ATTEST:

Pat Peterson, Secretary

Margaret Lahey, Interim President