

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MARCH 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 7:01 P.M.

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

Absent: Trustee Moser.

No trustees were present via audio or video conference.

Also physically present: Executive Director, Alex Todd; Melissa Galvez, Head of Administrative Services; Greg Mueller, Building and Maintenance (7:40); Wesley (Wes) Levy of Lauterbach & Amen, LLC, Certified Public Accountants (7:20); Dan Pohrte of Product Architecture & Design (7:40); and Claudine Kastner.

II. APPROVAL OF MINUTES

The minutes of the February 27, 2019 regular Board meeting were presented and there being no changes, the minutes, as presented, were approved by unanimous consent.

III. PUBLIC COMMENTS

None.

IV. ATTORNEY'S REPORT

No report.

V. COMMUNICATIONS

Director Todd reported on a thank you note received from the Rotary Club of Mount Prospect and Prospect Heights in appreciation of a gift basket for a charitable fundraising event; a thank you note directed to Erica Thompson, Teen Librarian, from Operation Gratitude, in appreciation of care packages mailed to military personnel; and a letter from the Illinois Secretary of State, acknowledging the awarding of the 2019 per capita grant to the Library in the amount of \$17,591.25, receipt of which is forthcoming.

VI. PRESIDENT'S REPORT

Trustee Lahey discussed possible scenarios for recognition of former Library trustees.

VII. TREASURER'S REPORT

Trustee Penick presented the following information:

As of February 28, 2019:

Cash on Hand	\$	150.00
Library Petty Cash		811.09
First Midwest Checking Account		245,977.55
First Midwest Savings Account		2,340,506.05
Illinois Funds		<u>3,691,746.74</u>
		\$ 6,279,191.43

Trustee Penick moved, seconded by Trustee Lahey, to approve the Combined Statement of Assets as of February 28, 2019 in the amount of \$ 6,279,191.43.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

Trustee Penick moved, seconded by Trustee Peterson to approve the list of disbursements for February and March, 2019 in the amount of \$ 191,351.79.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

Trustee Penick moved, seconded by Trustee Peterson to approve the transfer of \$160,000 from the First Midwest Bank savings account to the First Midwest Bank checking account.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

VIII. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including the upcoming parking lot light pole replacement; the upcoming repair of the broken section of the ice melt system; a non-resident library card request; impending conversion to the new payroll system, Paycor; the Young Artists Reception held on March 14, attended by a record 781 people; notification of the awarding of the 2019 Per Capita Grant by the Illinois Secretary of State in the amount of \$1.25 for each district resident, totaling \$17,591.25; the annual Wheeling/Prospect Heights Chamber of Commerce State of the Village/City breakfast on March 28; the volunteer appreciation luncheon on April 11; the Mayor's breakfast on April 13; the Library's magazine giveaway the week of April 22; the Laconi Annual Trustee Banquet on May 10; Prospect Heights Annual Community Day on June 1; annual review of the Executive Director and the 2019/2020 fiscal year personnel budget; and the re-scheduling of Trustee Ralph Kendall's retirement dinner.

IX. COMMITTEE REPORTS

A. Budget & Finance - Merete Penick

No report.

B. Building & Grounds – Tim Bochula

Trustee Bochula is acquainting himself with the Library's building and grounds issues.

C. Personnel – Marianne Kerr

No report.

D. RAILS - Peggy Lahey

No report.

E. WPH Chamber of Commerce – Bill Moser

No report.

X. OLD BUSINESS

A. Review of minutes of closed meetings in compliance with 5 ILCS 120/2.06(c)(d) (ACTION)

Trustee Kerr and Trustee Moser met to review the closed meeting minutes.

Trustee Kerr moved, seconded by Trustee Lahey 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 closed meeting minutes.

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

Trustee Kerr moved, seconded by Trustee Lahey in compliance with 5 ILCS 120/2.06, to approve the written minutes of the closed meetings held on October 30, 2018, November 8, 2018 and November 28, 2018; that the minutes remain closed, and that the need for confidentiality still exists as to these minutes.

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

Trustee Kerr moved, seconded by Trustee Lahey in compliance with 5 ILCS 120/2.06(a)(c), to approve the destruction of the verbatim recording of the April 26, 2017 closed meeting.

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

XI. NEW BUSINESS

A. Lauterbach & Amen

i. Presentation from Wes Levy

Wes Levy presented his proposal to provide accounting services to the Library, to replace the current retiring accountant. Mr. Levy left the meeting at 7:39 P.M.

ii. Review proposal from Lauterbach and Amen to provide accounting services (ACTION)

Trustee Lahey moved, seconded by Trustee Peterson to approve the proposal from Lauterbach & Amen to provide accounting services, as presented.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

B. Building Renovation

i. Presentation from Dan Pohrte, Product Architecture & Design

Mr. Pohrte put forth an audio-visual presentation which highlighted library renovations/remodels and building expansions which his firm has executed at local Chicagoland libraries. Mr. Pohrte left the meeting at 8:26 P.M.

ii. Review proposal from Product Architecture & Design to create a building renovation plan (ACTION)

Trustee Lahey moved, seconded by Trustee Kerr, to approve the proposal from Product Architecture & Design to create a building renovation plan, as presented, in the amount of \$16,000.

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

Nays: None.

Absent: Trustee Moser.

Abstain: None.

XII. OTHER

Greg Mueller informed the Board that he is closing his company effective the end of the Library's fiscal year on June 30, 2019. The Board thanked Greg for his capable service for many years. Greg left the meeting at 8:47 P.M.

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:07 P.M.

Respectfully submitted,

ATTEST:

Pat Peterson, Secretary

Margaret Lahey, Interim President