

MINUTES OF THE REGULAR MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES HELD MARCH 25, 2020

This meeting was held in accordance with 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 7:04 P.M.

Roll Call: Trustees present via audio conference: Trustees Bochula, Kerr, Lahey, Milashus, Moser and Peterson.

Absent: None.

Physically present: None

Also present via audio conference: Executive Director, Alex Todd; Head of Administrative Services, Melissa Galvez; Library employees: Nancy Filatre, Pat Rustmeyer, Betty Shubeck, Ann Thomas and Kathy Wehrle; resident, Janet Jordan; and Recording Secretary, Claudine Kastner.

II. SWEARING IN OF TRUSTEES

Janet Jordan was sworn in as a Trustee of the Prospect Heights Public Library District Board to fill the vacancy created by the resignation of Trustee Merete Penick. Trustee Jordan's term runs through the April, 2021 election. President Moser welcomed Trustee Jordan to the Board.

III. ELECTION OF OFFICERS (ACTION)

Trustee Moser moved, seconded by Trustee Kerr, to elect Trustee Peggy Lahey as Board Treasurer.

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

Nays: None.

Absent: None.

Abstain: None.

IV. CONSENT AGENDA (ACTION)

- A. Approval of Minutes from February 26, 2020 regular Board meeting and minutes of the special Board meeting held on February 26, 2020
- B. Approval of the Combined Statement of Assets as of February 29, 2020
- C. Ratify paid disbursements since February 26, 2020
- D. Approve Bills for Payment for March, 2020
- E. Approve Transfer of Amount from Midwest savings to checking

Trustee Moser moved, seconded by Trustee Milashus, to approve the consent agenda items, as presented

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

Nays: None.

Absent: None.

Abstain: None.

V. PUBLIC COMMENTS

None.

VI. ATTORNEY'S REPORT

No report.

VII. COMMUNICATIONS

No report.

VIII. PRESIDENT'S REPORT

No report.

IX. TREASURER'S REPORT

Director Todd reported that, following up on former Treasurer, Merete Penick's queries regarding the payroll detail sheet, all of the items in question were correctly reported.

X. EXECUTIVE DIRECTOR'S REPORT

Director Todd reported on various Library happenings, including Library closure through April 7, 2020 due to the COVID-19 pandemic; building and grounds deep-cleaning initiatives being taken to prevent the spread of the virus, incorporating electro-static/disinfectant spray and upcoming air duct cleaning; personnel issues; the annual Public Library Association (PLA) conference attended by Director Todd and Sue Seggeling from February 25 through March 1; progress of the transition of banking business to Village Bank & Trust; and quotes for parking lot asphalt sealing and striping.

XI. COMMITTEE REPORTS

A. Budget & Finance

No report.

B. Building & Grounds – Tim Bochula

No report.

C. Personnel – Marianne Kerr

No report.

D. RAILS – Alex Todd

No report.

XII. OLD BUSINESS

A. Renovation

Director Todd reported that the building renovation project timeline remains unchanged at this time.

XIII. NEW BUSINESS

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

Trustees Moser and Kerr reviewed 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.

Trustee Moser moved, seconded by Trustee Peterson, that in compliance with 5 ILCS 120/2.06(d)(f), the following sets of approved closed sessions minutes no longer contain any portions thereof that require confidential treatment and shall be made available for public inspection: May 18, 2011, April 25, 2012, June 15, 2012, August 7, 2012, August 29, 2012, September 4, 2012, September 7, 2012, April 13, 2013, April 1, 2014, April 24,

2014, April 30, 2014, April 29, 2015, June 29, 2016, July 27, 2016, February 22, 2017, March 15, 2017, April 26, 2017 and November 29, 2017.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser 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 remaining closed meeting minutes.

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

Nays: None.

Absent: None.

Abstain: None.

Trustee Moser moved, seconded by Trustee Milashus, 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 April 25, 2018 and July 25, 2018.

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

Nays: None.

Absent: None.

Abstain: None.

B. Resolution 20-03-A Paid sick leave for part time staff (ACTION)

Trustee Kerr moved, seconded by Trustee Moser to adopt Resolution 20-03-A, Paid sick leave for part time staff. .

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

Nays: None.

Absent: None.

Abstain: None.

C. Park/Library District community sign (ACTION)

Trustee Moser moved, seconded by Trustee Milashus to approve the proposal by Signs of Distinction, Inc. to replace the electronic message center at the corner of Elm Street and Camp McDonald Road at a cost of \$28,500, \$14,250 to be paid by the Park District and \$14,250 to be paid by the Library. Motion carried by unanimous consent.

D. COVID-19 update and plans

Director Todd reported on online meetings with staff, and increased online services utilized by Library patrons in the midst of the virus pandemic

XIV. OTHER

None.

XV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:06 P.M.

Respectfully submitted,

Pat Peterson, Secretary

ATTEST:

Bill Moser, President

Trustee _____ and Trustee _____ 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, Jordan, Kerr, Lahey, Moser and Peterson.

Nays: None.

Absent: None.

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.